



CITY OF HOUSTON INVITATION TO BID

Issued: **August 4, 2017**

Bid Opening

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002 until **10:30 a.m. Thursday, August 31, 2017**, and all bids will be opened and publicly read in the City Council Chamber at 11:00 A.M. on that date for the purchase of:

APPAREL AND UNIFORMS

FOR

VARIOUS DEPARTMENTS

BID INVITATION NO. S65-S25861

**NIGP CODES: 05232, 08015, 20016, 20044, 20070, 20074,
20085, 20092, 20130, 20137, 79538, 96278, 96655, 96684, 96734**

Buyer

Carlethya Guillory is the Buyer for this solicitation and she may be reached at 832-393-8713. Any questions regarding this solicitation should be submitted in writing to 832-393-8760 (fax) or via e-mail at carlethya.guillory@houstontx.gov.

Electronic Bidding

In order to submit a bid for the items associated with this procurement, you must fill in the pricing information on the "PLACE BID" page.

Pre-Bid

A Pre-Bid Conference will be held for all Prospective Bidders in the Strategic Procurement Division, Basement, City Hall, 901 Bagby, Houston, Texas 77002 at **10:30 a.m. Thursday, August 17, Conference Room One.**

All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed all aspects of the bidding documents prior to the Pre-Bid Conference. **Any revisions to be incorporated into this bidding document arising from discussions before, during and subsequent to the pre-bid conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. No verbal responses will otherwise alter the specifications, terms and conditions as stated herein.**

Bidding forms, specifications and all necessary information should be downloaded from the Internet at <http://purchasing.houstontx.gov>. By registering and downloading this bid document, all updates to this bid document will be automatically forwarded via e-mail to any registered bidder. This information may also be obtained from the office of the Chief Procurement Officer, 901 Bagby, Basement, Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Section 15-45 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph (c) of said Section 15-45.

The City reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to it.

CITY EMPLOYEES ARE PROHIBITED FROM BIDDING ON THIS SOLICITATION IN ACCORDANCE WITH THE CODE OF ORDINANCES SECTION 15 - 1.

CONTENTS

SECTION A. – OFFICIAL BID FORM

SECTION B. - TECHNICAL SPECIFICATIONS

SECTION C. - GENERAL TERMS & CONDITIONS

**SECTION A.
OFFICIAL BID FORM**



**APPAREL AND UNIFORMS
FOR
VARIOUS DEPARTMENTS
BID INVITATION NO. S65-S25861**

Honorable Mayor and City Council Members:

The undersigned hereby proposes to furnish and deliver apparel and uniforms, **FOB destination point as listed on individual Purchase Orders**, in accordance with the Net Prices and other conditions shown herein, and in accordance with the City's Specifications and General Terms and Condition Specifications. When issued, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the bidder to ensure that it has obtained such letters. By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid. THE MANUFACTURER'S NAME, PRODUCT NAME AND PRODUCT NUMBER MUST BE DESIGNATED IN THE SPACE PROVIDED IF BIDDERS ARE BIDDING AN "OR EQUAL" ITEM.

The undersigned hereby proposes to furnish and deliver apparel and uniforms, **FOB destination point as listed on individual Purchase Orders**, parts and components in accordance with the percentage (plus or minus) applied to the stated Manufacturer's List Price Schedules identified herein, or from the Price List's most current published revision, in accordance with the City's Specifications and General Terms and Conditions. Most current published revision means latest price list in effect between the "first advertised date" as shown on the "Notice to Bidder" and the Bid Opening Date. When issued Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the **responsibility of the Bidder** to ensure that it has obtained such letters. By submitting a bid on this project, Bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid.

The City may accept this bid offer by issuance of a Notice of Award Letter and/or a Purchase Order covering award of said bid to this Bidder at any time on or before the 120th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 120 days after the bid opening or for 90 days after City Council awards the bid, whichever comes last, but this period may be extended by written agreement of the parties.

The City of Houston reserves the option, after bids are opened, to increase or decrease the quantities listed, subject to the availability of funds, and/or make award by line item.

BIDDING AND AWARD:

It is the intent of the City to award, on the basis of overall low net bid meeting specifications, for the entire award; however, the right is reserved to accept or reject in whole or in part any or all bids received and to make an award on the basis of individual item, combination of items or overall best bid, as it is deemed in the best interest of the City.

THIS IS A THIRTY-SIX (36) MONTH AWARD WITH TWO (2) ONE (1) YEAR OPTIONS TO EXTEND

SECTION A. OFFICIAL BID FORM FOR APPAREL AND UNIFORMS FOR VARIOUS DEPARTMENTS, CONTINUED:

SPECIAL BIDDERS NOTE:

These bid documents are to be bid exactly as published or amended by any letter(s) of clarification that may be issued pertaining thereto.

LINE ITEM BIDS:

Only one item may be bid for each referenced line item. To bid the referenced line item and an alternate, bidder must submit a separate bid form for each alternate item(s) with its own original signature page. Multiple bids for the same line item on one bid form will be just cause to reject a bid from further consideration.

PROTESTS:

A protest shall comply with and be resolved according to the City of Houston Protest Administrative Policy 5-12 and rules adopted thereunder. For more information, go to: <http://www.houstontx.gov/adminpolicies/5-12.pdf>.

NO CONTACT PERIOD:

Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the

applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

HIRE HOUSTON FIRST:

THIS PROCUREMENT IS SUBJECT TO THE HIRE HOUSTON FIRST PROGRAM, WHICH GIVES A PREFERENCE TO CERTAIN LOCAL BIDDERS IN AWARD OF THE PROCUREMENT. FOR MORE INFORMATION, GO TO:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

Designation as a City Business or Local Business

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Affidavit ("HHF Affidavit")** to the Director of the Office of Business Opportunity and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

Download the HHF Affidavit from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

Submit the completed application forms to: Office of Business Opportunity, Houston Business Solutions Center (HBSC), 611 Walker, Level, Houston, TX 77002 or Applications may be submitted via e-mail to HoustonBSC@houstontx.gov or faxed to 832.393.0952.

HIRE HOUSTON FIRST (CONTINUED):

Award of a Procurement of \$100,000 or More for Purchase of Goods:

THE CITY WILL AWARD THIS PROCUREMENT TO A "CITY BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE")

- IF THE BID OF THE CITY BUSINESS IS THE LOWEST RESPONSIBLE BID OR IS WITHIN **3%** OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A CITY BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

Award of Procurement under \$100,000 for Purchase of Goods:

THE CITY WILL AWARD THIS PROCUREMENT TO A "CITY BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE")

- IF THE BID OF THE CITY BUSINESS IS THE LOWEST RESPONSIBLE BID OR IS WITHIN **5%** OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A CITY BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER

Award of Procurement that may be More or Less than \$100,000 for Purchase of Goods:

THE CITY WILL AWARD THIS PROCUREMENT TO A "CITY BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE")

- IF THE BID OF THE CITY BUSINESS IS LESS THAN \$100,000 AND IS THE LOWEST RESPONSIBLE BID OR IS WITHIN **5%** OF THE LOWEST BID RECEIVED, OR
- IF THE BID OF THE CITY BUSINESS IS MORE THAN \$100,000 AND IS THE LOWEST RESPONSIBLE BID OR IS WITHIN **3%** OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A CITY BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

SECTION A. OFFICIAL BID FORM FOR APPAREL AND UNIFORMS FOR VARIOUS DEPARTMENTS, CONTINUED:

Documents/forms must be downloaded from the City's Website <http://houstontx.gov/purchasing/index.html>

Additional Required Forms to be Included with this Bid:

In addition to the electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 **must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due:**

Table 1
Affidavit of Ownership
Statement of Residency
Conflict of Interest Questionnaire
Bidders Attachments Supply
Location of Bidders Inventory
Early Payment Discount
Equal Level Supplier Survey
Campaign Finance Ordinance.doc

Table 2 lists other documents and forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will request these forms, as applicable, to be completed and submitted to the City by the recommended/successful bidder:

Table 2
Drug Forms
MWBE
Certificate of Insurance
Formal Instructions for Price List Bidders
Formal Instructions for Bid Terms
EEOC
Sample Insurance Endorsements
Criminal Justice Information Services Addendum (CJIS)

SECTION B.

CITY OF HOUSTON TECHNICAL SPECIFICATIONS FOR APPAREL AND UNIFORMS FOR VARIOUS DEPARTMENTS

1.0 BACKGROUND:

The City of Houston seeks a Supplier for the purchase of various types of apparel and uniforms, in accordance with the specifications listed herein. The Supplier shall provide the manufacture or purchase, maintenance and supply of apparel and uniforms for classified and civilian personnel in various City Departments. The maintenance of adequate staff and availability of product to assist approximately 13,534 employees (8,234 civilian and 5,300 Police classified) in a professional and timely manner is essential. Garments will be ordered on an as needed basis.

2.0 GENERAL SPECIFICATIONS:

The Supplier shall provide all services to include labor, equipment, tools and materials necessary to purchase and/or manufacture and distribute apparel and uniform components for personnel of the City of Houston. Supplier shall be responsible for ensuring proper fit of garments and for finishing, pressing, and delivery of garments to various department locations, as required. The Supplier shall maintain, in its store-fronts, a sufficient inventory of specified uniform and accessory items; perform apparel customizations, alterations and repairs; provide embroidery, vinyl numbering and silk-screening; and provide online ordering capabilities.

3.0 CATEGORIES:

The apparel and uniforms include the categories of public safety, custodial, maintenance, T-shirts, polos, and garment customizations. The items within these categories include work pants, shorts, long and short sleeve shirts, special ops and tactical wear, industrial clothing, scrubs, dress shirts and pants, jeans, jackets, blazers, coveralls, belts, high-visibility reflective wear, hats, caps, and custom embroidery services.

4.0 CUSTOMIZATIONS:

4.1 The City requires many different types of customization services for purposes of identifying the agency and customizing the garments. It is critical that the bidder (or its subcontractor) has the capability to perform customizations including, but not limited to, direct embroidery, patch and logo attachment, art work, personalization, silk-screening and vinyl numbering.

4.2 There shall be no labor charge to apply, add, attach, remove or replace any customization.

5.0 STORE-FRONTS:

5.1 The Supplier shall provide at least two (2) store-fronts, located within the City of Houston's limits, available to the City and its personnel, at no additional cost to the City.

5.2 The store-fronts shall be open for service during the hours of 9:00 a.m. to 5:00 p.m., Monday through Friday, except City Holidays.

5.0 STORE-FRONTS (CONTINUED):

5.3. The Supplier shall offer the services listed below, in its store-fronts, at no additional cost to the City:

- 5.3.1 Repairs.
- 5.3.2 Sizing.
- 5.3.3 Fit problems.
- 5.3.4 Placement of new orders.
- 5.3.5 Order pick-ups.
- 5.3.6 Finishing/pressing/hemming.
- 5.3.7 Additional service-related items.

6.0 CUSTOMER SERVICE:

- 6.1 The Supplier shall maintain a customer service call center to assist department users. The call center shall be open during normal business hours on business days. The Supplier shall describe the staffing levels, call tracking, technology, training, experience-level and staff organization used by the call center.
- 6.2 The Supplier shall maintain a local or toll-free telephone inquiry line throughout the life of the award to handle inquiries relating to invoicing and ordering requests.
- 6.3 The Supplier shall have a designated Account Manager for this award. In case of an emergency, a designated employee of the Supplier must be available to open and operate the Customer Service Center.
- 6.4 The Supplier's Account Manager and/or designee must be available at all times by either cell phone, e-mail and other phones separate from a call center or answering office. All inquiries shall have a response within 48-hours.

7.0 ALTERATIONS, FITTINGS AND SIZINGS:

- 7.1 The Supplier shall be responsible for alterations, fittings and sizings of City employees.
- 7.2 All slacks, jeans, trousers, skirts, shorts, jackets and blazer sleeves must be hemmed pursuant to the measurements indicated at the time of placing the order, at no additional cost to the City. All alterations must be performed using the same quality thread, etc. as contained in the garment.
- 7.3 The Supplier shall provide alteration services and resolve fittings, as necessary, within one (1) week of receipt of the garment from the City employee.
- 7.4 Sizing shall be obtained by means of the following:
 - 7.4.1 Upon request by a City Department, the Supplier shall measure and fit the employee at the employee's work site, at no additional cost to the City.
 - 7.4.1.1 The Supplier shall respond, within two (2) working days, to a Department's request to schedule a measure/fit session.
 - 7.4.1.2 The Supplier shall schedule a measure/fit session within 45 days of the date of each Department's request.
 - 7.4.1.3 On-site measurements shall be conducted at a time scheduled, between 9:00 a.m. and 5:00 p.m., Monday through Friday, excluding City Holidays.
 - 7.4.1.4 A measure/fit session shall occur once every three (3) months, per Department.

7.0 ALTERATIONS, FITTINGS AND SIZINGS (CONTINUED):

7.4.2 Departments may provide to the Supplier their employees' sizes, along with their names and locations.

7.4.3 Departments have the option of sending their employees to the Supplier's store-front for sizings.

7.4.4 If requested, the Supplier shall provide fit-lines to a Department, at no additional cost to the City. The fit-lines are to assist employees with fit problems.

7.5 Sizing charts:

7.5.1. The Supplier may submit a published sizing chart for each clothing item showing the key measurement (chest, waist, hip, etc.) for each size.

7.5.2 The Supplier's sizing charts may be in accordance with the standardized sizing charts shown in Section B, Subsection 12.0 (Size Availability).

7.6 Each garment shall be tagged with sizing, material, and care labeling.

8.0 SAMPLE OF EMBROIDERED APPAREL, UNIFORMS, CAPS AND HATS:

8.1 The Supplier shall provide a sample of any apparel, uniforms, caps, and hats with embroidery, patch, seal, logo, and/or silk-screen to the Department before "full production" of the item can be authorized, at no additional cost to the City.

8.2 The Supplier shall have ten (10) working days to produce the sample.

9.0 PATCHES, LOGOS, EMBROIDERY, SILK-SCREENING:

The Supplier shall provide customization services throughout the life of this award, as follows:

9.1 The Supplier shall create a logo from scratch or digitize and re-work an existing image.

9.2 The City may have occasion to order special run uniform items such as polo shirts, T-shirts, jackets, hats, caps, etc. for a special event in various colors, with custom screen printing or embroidery. These items will not be considered standard and will not need to be stocked by the Supplier.

9.3 The City will be responsible for art charges and a one (1) time set up fee for any new designs, patches, logos, and silk-screening.

9.4 Deliveries made on any purchase order, issued on the basis of a sample, must be identical to the sample.

9.5 Products purchased are to be supplied as offered and accepted without substitutions of material or style.

9.6 Patches and logos, screen printed, color printed, and/or embroidered shall be attached to the garment in script or block lettering, in upper and/or lower case, or as determined by the ordering Department.

9.7 A silk-screen image shall be superimposed by the following methods:

9.7.1 Direct silk screening on the left pocket of the T-shirt or garment, unless determined to be positioned elsewhere.

9.7.2 Image will be sized to fit the T-shirt or garment pocket.

9.7.3 The pocket will remain open and usable.

9.8 Artwork for patches and logos will be provided to the Supplier upon approval by the Department.

9.0 PATCHES, LOGOS, EMBROIDERY, SILK-SCREENING (CONTINUED):

9.9 Seals and patches shall be sewn on the front of caps.

10.0 DIMENSIONS:

Dimensions and detail of art work, patches, and logos, if not specified in this bid document, will be provided by the ordering Department.

11.0 FINISHING/PRESSING:

11.1 The Supplier shall remove loose threads from garments and ensure that the garments have been pressed before delivery to the City. Garments received pre-packaged by the manufacturer and for which no alterations are required may be delivered as received.

11.2 To minimize wrinkling of garments, the supplier shall deliver all blazers on appropriate hangers wrapped in plastic and all shirts and pants folded and placed in boxes. If the employee's name is provided on the purchase order, the Supplier shall tag the corresponding garment with the employee's name before delivery to the City.

12.0 SIZE AVAILABILITY:

12.1 Male:

12.1.1 Representative standard sizes for males (unless specified elsewhere in this ITB) are defined as:

Size	Small	Medium	Large	X-Large	2-XL
Chest	34-36	38-40	42-44	46-48	50-52
Neckband	14-14.5	15-15.5	16-16.5	17-17.5	18-18.5
Shirt Sleeve	32-32.5	33-33.5	34-34.5	35-35.5	35-35.5
Waist	28-30	32-34	36-38	40-42	44-46
Inseam	30-31	31-32	32-33	33-34	34-35

12.1.1.1 Non-standard sizes for males must be included in the discount structure for all types of garments.

12.1.1.2 Non-standard sizes for males are defined as all garments that fall below or exceed the representative standard sizes identified in the chart above.

12.2 Female:

12.2.1 Representative standard sizes for females (unless specified elsewhere in this ITB) are defined as:

Size	4 X-Small	6 Small	8 Small	10 Medium	12 Medium	14 Large	16 Large	18 X-Large	20 2-XL
Bust	32-33	34.5	35.5	36.5	38	39.5	41	42	44.5
Waist	24	25.5	26.5	27.5	29	30.5	32.5	34	36.5
Hip	35	36.5	37.5	38.5	40	41.5	43	45	47

12.0 SIZE AVAILABILITY (CONTINUED):

12.2.1.1 Non-standard sizes for females must be included in the discount structure for all types of garments.

12.2.1.2 Non-standard sizes for females are defined as all garments that fall below or exceed the representative standard sizes identified in the chart above.

12.3 Each item shall be tagged with standardized sizing, material/care labeling.

13.0 DISCONTINUED ITEMS:

The Supplier shall notify the City within 24 hours of any item that has been discontinued.

14.0 DESTRUCTION OF GARMENTS:

The apparel and uniforms are designed to help identify authorized personnel within and around City facilities. Items that do not meet specifications and are returned to the Supplier with a City logo and/or personalization shall be destroyed and shall not be salvaged for any future use, at no cost to the City.

15.0 QUALITY CONTROL PLAN:

15.1 The Supplier shall have adequate quality control procedures already in place to ensure the following:

15.1.1 Availability of required garment types.

15.1.2 Quality of garments.

15.1.3 Alterations correctly made.

15.1.4 Proper fitting of garments.

15.1.5 Clean and wrinkle-free garments delivered.

15.1.6 On-time deliveries.

16.0 CREDIT:

For items returned and accepted by the Supplier, the Supplier shall issue an immediate credit to the Department/Division.

17.0 PACKAGING:

17.1 Packing for shipment shall be in accordance with the manufacturer's standard practice and in a manner readily accepted by common carriers engaged in interstate commerce.

17.2 Within the shipping carton, units shall be packed in a manner designed to minimize damage during shipment due to rough or improper handling.

17.3 Items for delivery to the City shall be packaged individually, marked with the employee's name, address and contents, except for items that will be placed in the City's inventory.

18.0 ONLINE SITE:

18.1 Interactive Customer Website: The Supplier shall provide a customer specific, interactive website capable of acceptable orders from City personnel. The Supplier shall demonstrate the capabilities through existing websites that they have designed, launched and currently maintain a website that is similar to requirements of this procurement. The Supplier shall ensure and demonstrate secure web connections and database encryption features.

TECHNICAL SPECIFICATIONS FOR APPAREL AND UNIFORMS FOR VARIOUS DEPARTMENTS, CONTINUED:

18.0 ONLINE SITE (CONTINUED):

- 18.2 The Supplier shall provide City personnel an apparel and uniform component Internet (E-store) ordering functionality that provides internet security measures to protect employee information, provide order history tracking, alteration and repair service ordering and a pick list of standard items.
- 18.3 An individual electronic record shall be made available to each employee to view online when he/she signs onto his/her personal account. The record shall show order history for that individual by date, quantity, item, and size for all items purchased.
- 18.4 Online Training and Customer Service Support: The Supplier shall include training and customer service support by email and phone for the online ordering system throughout the life of the award.
- 18.5 The Supplier's system shall be able to provide and/or have the capability to:
 - 18.5.1 Maintain all transaction details in an "order history file" that includes manufacturer, brand, quantity, size and all other pertinent data ordered by each individual employee.
 - 18.5.2 The web-based ordering system must be exclusive to the City of Houston. Orders by fax, mail, e-mail or any other means shall not be permissible. In an emergency, permission may be granted to order by fax.
 - 18.5.3 The system shall process individual orders, including returns, exchanges, refunds, backorders, non-standard size orders, and special handling requirements.

19.0 OVERSIZED, NON-STANDARD SIZED, NON-STOCKED AND CUSTOM GARMENTS:

- 19.1 The Supplier shall price, at no additional charge, oversized garments (sized 2XL and larger).
- 19.2 The Supplier shall price, at no additional charge, non-standard sized garments.
- 19.3 The Supplier shall price, at no additional charge, all apparel that is non-stocked.
- 19.4 The Supplier shall price, at no additional charge, custom sized garments.

20.0 LOSS AND DAMAGE:

- 20.1 The Supplier shall assume responsibility for loss and damage of all items from time of shipment to customer receipt.
- 20.2 The City reserves the right to purchase items directly from other sources for due cause, based upon the failure of the Supplier to perform in accordance with performance standards, special needs, or emergency situations that may arise during the term of the award or any extensions. The City also reserves the right to direct the Supplier to purchase specialized items from suppliers designated by the City, if the price or quality of the item provided by the Supplier is not satisfactory to the City.

21.0 ORDER QUANTITY MINIMUMS:

No minimum quantity limit requirements shall be placed on orders for any items.

22.0 AWARD COMPLIANCE:

- 22.1 The Department of Public Works and Engineering reserves the right to monitor this award for compliance to ensure legal obligations are fulfilled and that an acceptable level of service is provided.
- 22.2 Monitoring may take the form of, but not necessarily be limited to:
 - 22.2.1 Site visits. When deemed necessary, an inspection may be made by the Department of Public Works and Engineering to determine whether a bidder actually has a facility at the location(s) listed in the bid document.
 - 22.2.2 Testing and sampling of goods and services.
 - 22.2.3 Review of deliveries received for accuracy and timeliness.
 - 22.2.4 Review of permits, certifications and/or licenses.
 - 22.2.5 Review of the Supplier's invoices for accuracy.
- 22.3 The responsibility for monitoring compliance rests with the Contract Compliance Section, Management Support Branch of the Office of the Director, Department of Public Works and Engineering.

23.0 PRINTING INK:

- 23.1 Printing ink used by the Supplier for customizations shall be as follows:
 - 23.1.1 White, low-bleeding, plastisol for dark shirts.
 - 23.1.2 Black, low-bleeding, plastisol for light-colored shirts.
- 23.2 Ink properties shall entail the following:
 - 23.2.1 100% solids.
 - 23.2.2 Contain no solvents or mix with thinners or mineral spirits.
 - 23.2.3 Very high viscosity.
 - 23.2.4 Excellent adhesion.
 - 23.2.5 Excellent laundry resistance.
 - 23.2.6 Ink drying: heat cured by the utilization of infrared dryers.

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS:

24.1 Houston Health Department:

24.1.1 Embroidered Logo Requirements:

24.1.1.1 HHD Horizontal Logo – Navy Blue Lettering:

- 24.1.1.1.1 Colors: Orange with White Stick People.
- 24.1.1.1.2 Lettering color: Navy Blue.
- 24.1.1.1.3 Length: 0.75 inches.
- 24.1.1.1.4 Width: 4.03 inches.

PICTURE NOT TO SCALE



24.1.1.2 HHD Horizontal Logo – White Lettering:

- 24.1.1.2.1 Colors: Orange with White Stick People.
- 24.1.1.2.2 Lettering color: White.
- 24.1.1.2.3 Length: 0.75 inches.
- 24.1.1.2.4 Width: 4.03 inches.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.1 Houston Health Department (Continued):

24.1.1 Embroidered Logo Requirements (Continued):

24.1.1.3 HHD Executive Seal – Navy Blue:

- 24.1.1.3.1 Globe text and ring colors: Navy Blue with Blank Stick People and background (the blank stick people and background takes on the color of the clothing).
- 24.1.1.3.2 Lettering color: Navy Blue.
- 24.1.1.3.3 Length: 2.27 inches.
- 24.1.1.3.4 Width: 2.52 inches.

PICTURE NOT TO SCALE



24.1.1.4 HHD Executive Seal – Light Grey:

- 24.1.1.4.1 Globe text and rings colors: Light Grey with Blank Stick People and background (the blank stick people and background takes on the color of the clothing).
- 24.1.1.4.2 Lettering color: Light Grey.
- 24.1.1.4.3 Length: 2.27 inches.
- 24.1.1.4.4 Width: 2.52 inches.

PICTURE NOT TO SCALE

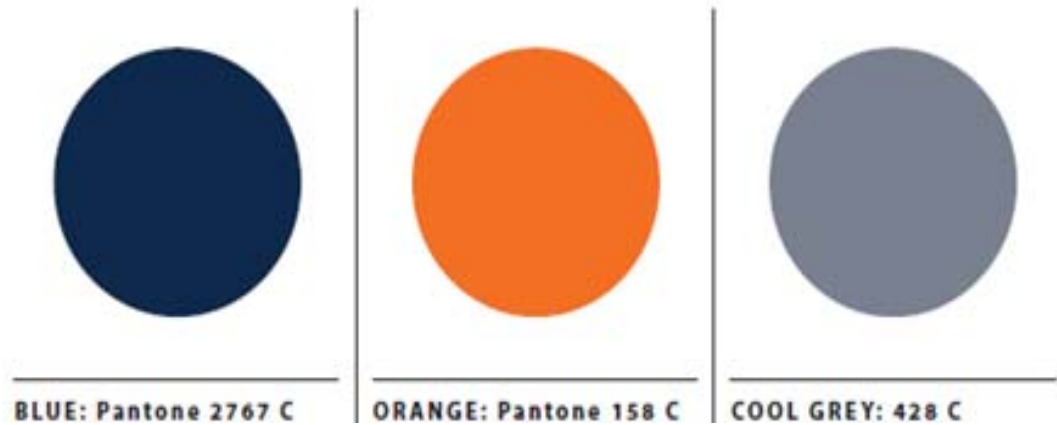


24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.1 Houston Health Department (Continued):

24.1.2 Color Requirements:

24.1.2.1 Brand Colors:



24.1.2.2 Highlight Colors:



24.1.3 Examples of Seals, Logos and Color Requirements:

Samples will be provided upon request.

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.1 Houston Health Department (Continued):

24.1.4 Uniform Requirements:

24.1.4.1 Port Authority - Men's Short Sleeve Easy Care Shirt:

- 24.1.4.1.1 Style # S508.
- 24.1.4.1.2 Wash-and-wear.
- 24.1.4.1.3 Wrinkle resistance.
- 24.1.4.1.4 Fabric: 4.5 ounce, 55/45 cotton/polyester.
- 24.1.4.1.5 Dyed-to-match buttons.
- 24.1.4.1.6 Patch pocket.
- 24.1.4.1.7 Box back pleat.
- 24.1.4.1.8 Colors: Light Stone & Classic Navy with contrast inside neckband only.
- 24.1.4.1.9 Size Availability: S through 6XXL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.1 Houston Health Department (Continued):

24.1.4 Uniform Requirements (Continued):

24.1.4.2 Port Authority - Women's Short Sleeve Easy Care Shirt:

- 24.1.4.2.1 Style # L508.
- 24.1.4.2.2 Wash-and-wear.
- 24.1.4.2.3 Wrinkle resistance.
- 24.1.4.2.4 Fabric: 4.5 ounce, 55/45 cotton/polyester.
- 24.1.4.2.5 Traditional, relaxed look.
- 24.1.4.2.6 Open collar.
- 24.1.4.2.7 Dyed-to-match buttons.
- 24.1.4.2.8 Colors: Light Stone & Classic Navy have contrast inside neckband only.
- 24.1.4.2.9 Size Availability: S through 6XXL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.1 Houston Health Department (Continued):

24.1.4 Uniform Requirements (Continued):

24.1.4.3 Port Authority - Men's Long Sleeve Easy Care Shirt:

- 24.1.4.3.1 Style # S608/S608ES
- 24.1.4.3.2 Wash-and-wear.
- 24.1.4.3.3 Wrinkle resistance.
- 24.1.4.3.4 Fabric: 4.5 ounce, 55/45 cotton/polyester.
- 24.1.4.3.5 Button-down collar.
- 24.1.4.3.6 Patch pocket.
- 24.1.4.3.7 Dyed-to-match buttons.
- 24.1.4.3.8 Box back pleat.
- 24.1.4.3.9 Adjustable cuffs.
- 24.1.4.3.10 Patch pocket.
- 24.1.4.3.11 Colors: Light Stone and Classic Navy have contrast inside neckband only.
- 24.1.4.3.12 Size Availability: S through 6XXL.
- 24.1.4.3.13 Extended Sizes: 7XL through 10 XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.1 Houston Health Department (Continued):

24.1.4 Uniform Requirements (Continued):

24.1.4.4 Port Authority - Women's Long Sleeve Easy Care Shirt:

- 24.1.4.4.1 Style # L608.
- 24.1.4.4.2 Wash-and-wear.
- 24.1.4.4.3 Wrinkle resistance.
- 24.1.4.4.4 Fabric: 4.5 ounce, 55/45 cotton/polyester.
- 24.1.4.4.5 Traditional, relaxed look.
- 24.1.4.4.6 Open collar.
- 24.1.4.4.7 Dyed-to-match buttons.
- 24.1.4.4.8 Adjustable cuffs.
- 24.1.4.4.9 Colors: Light Stone & Classic Navy with contrast inside neckband only.
- 24.1.4.4.10 Size Availability: S through 6XXL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.1 Houston Health Department (Continued):

24.1.4 Uniform Requirements (Continued):

24.1.4.5 Red Kap - Men's Performance Knit Flex Series Pro Short Sleeve Polo:

- 24.1.4.5.1 Style # SK90.
- 24.1.4.5.2 Superior wicking and color retention.
- 24.1.4.5.3 Snag and wrinkle resistant.
- 24.1.4.5.4 Self-fabric convertible collar.
- 24.1.4.5.5 Double needle top-stitching for added strength.
- 24.1.4.5.6 Inset, double compartment sleeve pocket.
- 24.1.4.5.7 Straight hem with side vents.
- 24.1.4.5.8 Full mesh underarm gusset, added coolness and mobility.
- 24.1.4.5.9 Fabric: 5.3 oz. performance knit, 100% polyester.
- 24.1.4.5.10 Care: Industrial wash.
- 24.1.4.5.11 Colors: Navy Blue, Grey.
- 24.1.4.5.12 Size Availability: S through 6XXL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.1 Houston Health Department (Continued):

24.1.4 Uniform Requirements (Continued):

24.1.4.6 Red Kap - Unisex Performance Knit Flex Series Short Sleeve Pro Polo:

- 24.1.4.6.1 Style # SK91.
- 24.1.4.6.2 Fabric: 5.3 oz. performance knit, 100% polyester.
- 24.1.4.6.3 Superior wicking and color retention.
- 24.1.4.6.4 Snag and wrinkle resistant.
- 24.1.4.6.5 Self-fabric convertible collar.
- 24.1.4.6.6 Double needle top-stitching for added strength.
- 24.1.4.6.7 Inset, double compartment sleeve pocket.
- 24.1.4.6.8 Straight hem with side vents.
- 24.1.4.6.9 Full mesh underarm gusset, added coolness and mobility.
- 24.1.4.6.10 Feminine silhouette: front darts to shape bust line and waist line is shaped to follow female curves.
- 24.1.4.6.11 Colors: Navy Blue, Grey.
- 24.1.4.6.12 Size Availability: S through 6XXL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.1 Houston Health Department (Continued):

24.1.4 Uniform Requirements (Continued):

24.1.4.7 Horace Small – Unisex Short Sleeve Special Ops Polo:

- 24.1.4.7.1 Style #HS5123.
- 24.1.4.7.2 Pleated knit with jersey face and mesh back.
- 24.1.4.7.3 Dyed-to-match no curl collar with stays.
- 24.1.4.7.4 Three-button placket with mic loop at base.
- 24.1.4.7.5 Vented, straight side panels.
- 24.1.4.7.6 Heat seal transfer neck label (no tag).
- 24.1.4.7.7 Two reinforced, concealed mic pockets in sleeve seam.
- 24.1.4.7.8 Breathability and wicking properties.
- 24.1.4.7.9 Colors: Navy Blue, White.
- 24.1.4.7.10 Size Availability: S through 6XXL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.1 Houston Health Department (Continued):

24.1.4 Uniform Requirements (Continued):

24.1.4.8 Red Kap - Deluxe Soft Shell Jacket:

- 24.1.4.8.1 Style # JP68.
- 24.1.4.8.2 Wind and water resistant.
- 24.1.4.8.3 Soft shell has polyester fleece inner lining.
- 24.1.4.8.4 Full zip front with zipper garage.
- 24.1.4.8.5 Front on seam pockets with zipper closure.
- 24.1.4.8.6 Extra seaming for style.
- 24.1.4.8.7 Adjustable drawstring bottom.
- 24.1.4.8.8 Hemmed cuffs have adjustable snaps.
- 24.1.4.8.9 Reverse coil zippers for clean appearance.
- 24.1.4.8.10 Stand-up collar.
- 24.1.4.8.11 Zippered chest pocket with interior pass-through for headphones.
- 24.1.4.8.12 Fabric: Soft-shell, 10.3 oz., 95% polyester/4% spandex. Lining is 100% polyester.
- 24.1.4.8.13 Colors: Black, Charcoal, Navy.
- 24.1.4.8.14 Size Availability: S through 4XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department:

24.2.1 Embroidered Logo Requirements:

24.2.1.1 Parks and Recreation Logo:

24.2.1.1.1 Full color.

24.2.1.1.2 White background.

SAMPLE - PICTURE NOT TO SCALE



24.2.1.2 Parks and Recreation Logo:

24.2.1.2.1 White lettering.

24.2.1.2.2 Blue background.

SAMPLE - PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department (Continued):

24.2.1 Embroidered Logo Requirements (Continued):

24.2.1.3 Parks and Recreation Logo:

- 24.2.1.3.1 Black lettering.
- 24.2.1.3.2 White background.

SAMPLE - PICTURE NOT TO SCALE



A CAPRA Accredited Agency

24.2.1.4 Placement of Embroidered Logos on Long Sleeve Shirts:

- 24.2.1.4.1 Must not exceed 2 ½ inches.
- 24.2.1.4.2 Located on left side of chest.

SAMPLE PICTURES – NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department (Continued):

24.2.1 Embroidered Logo Requirements (Continued):

24.2.1.5 Embroidered Department Logo and Division Name on Short Sleeve Shirts:

24.2.1.5.1 Department Logo:

24.2.1.5.1.1 Must not exceed 2 ½ inches.

24.2.1.5.1.2 Located on left side of chest.

24.2.1.5.2 Division name:

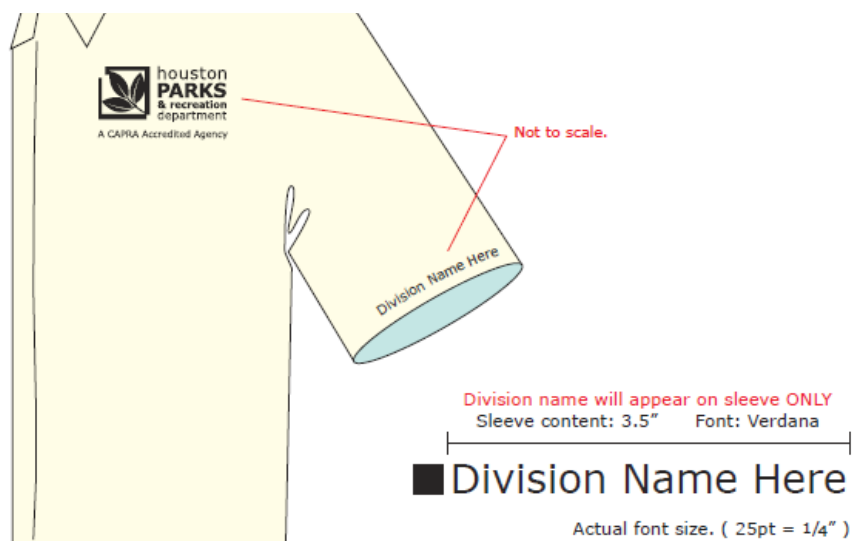
24.2.1.5.2.1 Placement on sleeve only.

24.2.1.5.2.2 Sleeve content: 3.5 inches.

24.2.1.5.2.3 Font: Verdana.

24.2.1.5.2.4 Font size: ¼ inches.

SAMPLE PICTURE



24.2.1.6 Examples of Seal and Logo Requirements:

Samples will be provided upon request.

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department (Continued):

24.2.2 Uniform Requirements:

24.2.2.1 Dickies – Men's Jeans:

- 24.2.2.1.1 Style # 13292.
- 24.2.2.1.2 Color: Blue.
- 24.2.2.1.3 Size Availability: 28 through 44.

SAMPLE PICTURE



24.2.2.2 Dickies – Men's Jeans:

- 24.2.2.2.1 Style # 13293.
- 24.2.2.2.2 Color: Blue.
- 24.2.2.2.3 Size Availability: 43 through 60.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department (Continued):

24.2.2 Uniform Requirements (Continued):

24.2.2.3 Dickies – Women’s Jeans:

24.2.2.3.1 Style # FD138.

24.2.2.3.2 Color: Blue.

24.2.2.3.3 Size Availability: 2 through 30.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department (Continued):

24.2.2 Uniform Requirements (Continued):

24.2.2.4 Dickies – Men's T-Shirt:

- 24.2.2.4.1 Style # 1144624 or approved equal.
- 24.2.2.4.2 Fabric: 5 ½ oz./190 gm., jersey knit, 100% cotton (99% cotton/1% polyester).
- 24.2.2.4.3 Two shirts per package.
- 24.2.2.4.4 Pocket t-shirt.
- 24.2.2.4.5 Color: Gray.
- 24.2.2.4.6 Size Availabilities:
 - 24.2.2.4.6.1 M through 2XL.
 - 24.2.2.4.6.2 3XL through 6XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department (Continued):

24.2.2 Uniform Requirements (Continued):

24.2.2.5 Red Kap – Unisex Solid Team Lined Jacket:

- 24.2.2.5.1 Style # JT38 or approved equal.
- 24.2.2.5.2 Fabric: 7.05 oz., 65% polyester/35% combed cotton.
- 24.2.2.5.3 Collar: 100% polyester, 1x1 rip knit.
- 24.2.2.5.4 Waist band: 100% polyester, 1x1 rib knit.
- 24.2.2.5.5 Permanently lined, black 100% nylon taffeta quilted to a 3.3 oz., 1/8 inches of polyurethane foam.
- 24.2.2.5.6 Refer to Technical Bulletin RK-57, before processing.
- 24.2.2.5.7 Pre-cured durable press finish.
- 24.2.2.5.8 Solid brass zipper closure.
- 24.2.2.5.9 Length: Mid length.
- 24.2.2.5.10 Welted slash pockets and utility pocket on left sleeve.
- 24.2.2.5.11 Colors: Black, Charcoal, Navy Blue, Spruce Green.
- 24.2.2.5.12 Size Availabilities:
 - 24.2.2.5.12.1 XS through 9XL.
 - 24.2.2.5.12.2 Short, Regular, Long, X-Long.
 - 24.2.2.5.12.3 XLX-Long through 3XL X-Long.
 - 24.2.2.5.12.4 Long: 6 inches added to Body.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department (Continued):

24.2.2 Uniform Requirements (Continued):

24.2.2.6 Red Kap – Men's Work Plain Industrial Pant:

- 24.2.2.6.1 Style # PT20 or approved equal.
- 24.2.2.6.2 Fabric: 7.05 oz. twill, blend, 65% polyester/35% combed cotton. Post-cure durable press finish.
- 24.2.2.6.3 Closure: Heavy duty brass ratcheting zipper, button closures.
- 24.2.2.6.4 Waist band: Inner-lined for body and shape, folder set band with outlet.
- 24.2.2.6.5 Two slack style front pockets, two set-in hip pockets, left button has closure, darts over hip pockets for better fit.
- 24.2.2.6.6 Synthetic blend pocketing and waistband trim.
- 24.2.2.6.7 Exterior brand label on right hip.
- 24.2.2.6.8 Colors: Black, Charcoal, Gray, Khaki, Navy.
- 24.2.2.6.9 Size Availabilities:
 - 24.2.2.6.9.1 Waist: 24 through 80.
 - 24.2.2.6.9.2 Length: 24 to 44 or unhemmed option for custom alteration.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department (Continued):

24.2.2 Uniform Requirements (Continued):

24.2.2.7 Red Kap – Women's DuraKap Plain Industrial Work Pant:

- 24.2.2.7.1 Style # PT21 or approved equal.
- 24.2.2.7.2 Post-cure durable press finish.
- 24.2.2.7.3 Closure: Heavy duty brass ratcheting zipper, button closures.
- 24.2.2.7.4 Waist band: Inner-lined for body and shape, folder set band with outlet.
- 24.2.2.7.5 Two slack style front pockets, two set-in hip pockets, left button has closure, darts over hip pockets for better fit.
- 24.2.2.7.6 Synthetic blend pocketing and waistband trim.
- 24.2.2.7.7 Exterior brand label on right hip.
- 24.2.2.7.8 Colors: Black, Charcoal, Khaki, Navy.
- 24.2.2.7.9 Size Availabilities:
 - 24.2.2.7.9.1 0 through 32.
 - 24.2.2.7.9.2 Length: 24 through 36. Or, unhemmed option for custom alteration.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department (Continued):

24.2.2 Uniform Requirements (Continued):

24.2.2.8 Dickies – Unisex Short Sleeve Shirt:

- 24.2.2.8.1 Style # 1574 or approved equal.
- 24.2.2.8.2 Fabric: 5.25 oz. twill, 65% polyester/35% cotton.
- 24.2.2.8.3 Short sleeve.
- 24.2.2.8.4 Moisture wicking.
- 24.2.2.8.5 Two chest flap pockets with button closure, pencil division in left pocket.
- 24.2.2.8.6 Color: Khaki.
- 24.2.2.8.7 Size Availabilities:
 - 24.2.2.8.7.1 S through 7XL.
 - 24.2.2.8.7.2 S through 2XL.
 - 24.2.2.8.7.3 3XL through 6XL.
 - 24.2.2.8.7.4 XLT through 3XLT.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.2 Parks and Recreation Department (Continued):

24.2.2 Uniform Requirements (Continued):

24.2.2.9 Dickies – Unisex Long Sleeve Shirt:

- 24.2.2.9.1 Style # 574 or approved equal.
- 24.2.2.9.2 Fabric: 5.25 oz. twill, 65% polyester/35% cotton.
- 24.2.2.9.3 Long sleeve.
- 24.2.2.9.4 Moisture wicking.
- 24.2.2.9.5 Two chest flap pockets with button closure, pencil division in left pocket.
- 24.2.2.9.6 Color: Khaki.
- 24.2.2.9.7 Size Availabilities:
 - 24.2.2.9.7.1 S through 2XL.
 - 24.2.2.9.7.2 3XL through 6XL.
 - 24.2.2.9.7.3 XLT through 3XLT.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System:

24.3.1 Embroidered Logo Requirements:

24.3.1.1 HAS Logo:

24.3.1.1.1 Dimensions: 3½ inches x 8 inches.

24.3.1.1.2 Direct Stitch to garment.

24.3.1.1.3 Colors: White, Dark Blue, Gray.

PICTURE NOT TO SCALE



24.0 SEAL, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

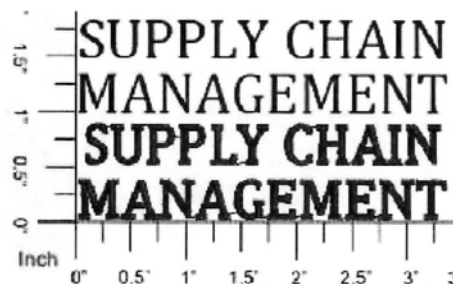
24.3 Houston Airport System (Continued):

24.3.1 Embroidered Logo Requirements (Continued):

24.3.1.2 I.D. Badging:

- 24.3.1.2.1 Dimensions: Vary.
- 24.3.1.2.2 Direct Stitch Personalization Lettering.
- 24.3.1.2.3 Lettering color: White.
- 24.3.1.2.4 Font: Script or Full Block.
- 24.3.1.2.5 One-line maximum of 30 characters with spaces and punctuation.
- 24.3.1.2.6 Upper and/or lower case letters.
- 24.3.1.2.7 Embroidered on garment as indicated at the time of order.

PICTURES NOT TO SCALE



SAMPLE – NOT TO SCALE



24.3.1.3 Examples of Seal and Logo Requirements:

Samples will be provided upon request.

24.0 SEAL, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements:

24.3.2.1 Edwards - Men's Mesh Tipped Collar Polo:

- 24.3.2.1.1 Style # 1575.
- 24.3.2.1.2 Quick drying mesh fabric wicks moisture.
- 24.3.2.1.3 Blocks harmful UV rays up to a UPF 50 factor.
- 24.3.2.1.4 Fabric: 4.0 oz. wt. linear yard, 100% polyester.
- 24.3.2.1.5 Distinctive tipped collar.
- 24.3.2.1.6 Short sleeve mesh polo wicks moisture.
- 24.3.2.1.7 Antimicrobial fabric shield and soil release.
- 24.3.2.1.8 1-inch extended tail.
- 24.3.2.1.9 Snag, fade, shrink and wrinkle resistant.
- 24.3.2.1.10 Color: Black.
- 24.3.2.1.11 Size Availability: S through 6XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements (Continued):

24.3.2.2 Edwards - Women's Flat Front Dress Pant:

- 24.3.2.2.1 Style # 8759.
- 24.3.2.2.2 Lightweight wool blend.
- 24.3.2.2.3 Fabric: 9.5 oz. wt. linear yard, 75% polyester/25% wool.
- 24.3.2.2.4 Flat front, hook/eye closure, brass zipper.
- 24.3.2.2.5 Two front pockets.
- 24.3.2.2.6 Color: Navy.
- 24.3.2.2.7 Size Availability:
 - 24.3.2.2.7.1 Misses: 0 through 18
 - 24.3.2.2.7.2 Women's: 18W through 28W.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements (Continued):

24.3.2.3 Edwards - Men's Flat Front Dress Pant:

- 24.3.2.3.1 Style # 2574.
- 24.3.2.3.2 Two-inch Hidden stretch waistband.
- 24.3.2.3.3 Fabric: 6.7 oz. wt. linear yard, 100% polyester microfiber.
- 24.3.2.3.4 Flat front, hook/eye closure, brass zipper.
- 24.3.2.3.5 Two front and back pockets.
- 24.3.2.3.6 Soft, silky hand.
- 24.3.2.3.7 Moisture wicking fabric.
- 24.3.2.3.8 Soil and wrinkle resistant.
- 24.3.2.3.9 Color: Tan.
- 24.3.2.3.10 Size Availability: 28 through 54 even sizes only.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements (Continued):

24.3.2.4 Red Kap - Enhanced Visibility Perma-Lined Panel Jacket:

- 24.3.2.4.1 Style # JT50EN.
- 24.3.2.4.2 Fabric: 7.25 oz. twill, linear yard, 65% polyester/35% cotton.
- 24.3.2.4.3 Solid brass zipper closure.
- 24.3.2.4.4 Collar is two-piece, topstitched, sewn-in stays.
- 24.3.2.4.5 Hip length.
- 24.3.2.4.6 Two lower inset on-seam pockets.
- 24.3.2.4.7 Permanently lined, lining & insulation is 100% Polyester.
- 24.3.2.4.8 Size Availability: S through 9XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements (Continued):

24.3.2.5 Red Kap - Men's Insulated Twill Coveralls:

- 24.3.2.5.1 Style # CT30NV.
- 24.3.2.5.2 Fabric: 7.25 oz. twill/linear yard, 65% polyester/35% combed cotton.
- 24.3.2.5.3 Pre-cure durable press (Permanent press).
- 24.3.2.5.4 Red nylon facing quilted to 3.3 oz., 100% Polyester fiberfill lining.
- 24.3.2.5.5 Pockets: Two set-in front pockets, two patch hip pockets, two breast pockets, rule leg pocket, utility pocket on left sleeve.
- 24.3.2.5.6 Two-way brass zipper and gripper at lapel.
- 24.3.2.5.7 Cuff is adjustable hemmed sleeve with concealed knit.
- 24.3.2.5.8 Collar is one piece, topstitched.
- 24.3.2.5.9 Color: Navy Blue.
- 24.3.2.5.10 Size Availability: XL and larger.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements (Continued):

24.3.2.6 Red Kap – AC Delco Men's Cargo Shorts:

- 24.3.2.6.1 Style # PT66NV-DL.
- 24.3.2.6.2 Fabric: 7.5 oz. twill/linear yard, 65% Polyester/35% combed cotton.
- 24.3.2.6.3 Durable press finish.
- 24.3.2.6.4 12-inch inseam.
- 24.3.2.6.5 Heavy-duty brass ratcheting zipper, snap closures on cargo and back pockets.
- 24.3.2.6.6 Pockets: Two superstitch slack-style front pockets, tow back patch pockets with spade pocket flaps and snap closures, two patch leg pockets with inverted center pleat, one-piece pocket flap with mitered corners, two snap closures.
- 24.3.2.6.7 Waistband is a continuous one-piece folder set.
- 24.3.2.6.8 TouchTex Pro Technology features superior color retention, soil release, wickability and soft hand twill.
- 24.3.2.6.9 Colors: Navy, Khaki.
- 24.3.2.6.10 Size Availabilities:
 - 31.3.2.6.10.1 Waist: 30 inches through 50 inches.
 - 31.3.2.6.10.2 Sizes: S through XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements (Continued):

24.3.2.7 Otto – Cotton Twill Five Panel Pro Style Mesh Back Cap:

- 24.3.2.7.1 Style # 32-285.
- 24.3.2.7.2 Fabric: 65% Polyester/35% cotton front.
- 24.3.2.7.3 100% nylon mesh back.
- 24.3.2.7.4 Firm front panel.
 - 24.3.2.7.4.1 5-panel cap.
 - 24.3.2.7.4.2 Seamless front panel with full buckram.
 - 24.3.2.7.4.3 Pro stitch on crown.
 - 24.3.2.7.4.4 8 rows stitching on visor.
 - 24.3.2.7.4.5 Matching fabric under-visor.
 - 24.3.2.7.4.6 Matching color sweatband.
 - 24.3.2.7.4.7 Plastic adjustable snap.
- 24.3.2.7.5 Colors: Navy, Royal.
- 24.3.2.7.6 Size Availability: One size fits all.

SAMPLE PICTURE



24.3.2.8 Otto – Superior Cotton Knit Beanie, 12 Inches

- 24.3.2.8.1 Style # 82-480.
- 24.3.2.8.2 Fabric: 60% cotton/40% acrylic.
- 24.3.2.8.3 Color: Navy.
- 24.3.2.8.4 Size Availability: One size fits all.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements (Continued):

24.3.2.9 Edwards - Women's Flat Front Dress Pant:

- 24.3.2.9.1 Style # 8759.
- 24.3.2.9.2 Fabric: 9.5 oz. wt./linear yard, 75% polyester/25% wool.
- 24.3.2.9.3 Flat front, hook/eye closure, brass zipper.
- 24.3.2.9.4 Two front pockets.
- 24.3.2.9.5 Color: Navy.
- 24.3.2.9.6 Size Availabilities:
 - 24.3.2.9.6.1 Misses: 0 through 18.
 - 24.3.2.9.6.2 Women's: 18W through 28W.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements (Continued):

24.3.2.10 Edwards - Women's Single Breasted Suit Coat:

- 24.3.2.10.1 Style # 6680.
- 24.3.2.10.2 Fabric: 9.0/9.5 oz. wt./linear yard, 55% polyester/45% wool.
- 24.3.2.10.3 Lightweight fabric and natural stretch.
- 24.3.2.10.4 Classic one button.
- 24.3.2.10.5 Two set in pockets with flaps.
- 24.3.2.10.6 Welt breast pocket.
- 24.3.2.10.7 One inside pocket.
- 24.3.2.10.8 Fully lined.
- 24.3.2.10.9 Color: Navy.
- 24.3.2.10.10 Size Availability: 0 through 28.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements (Continued):

24.3.2.11 Edwards - Men's Hopsack Blazer:

- 24.3.2.11.1 Style # 3830.
- 24.3.2.11.2 Fabric: 11/11.5 oz. wt./linear yard, 55% polyester/45% wool.
- 24.3.2.11.3 Classic two button single breasted blazer.
- 24.3.2.11.4 Gold tone buttons on placket.
- 24.3.2.11.5 Two patch pockets with flaps.
- 24.3.2.11.6 Welt breast pocket.
- 24.3.2.11.7 Two inside pockets.
- 24.3.2.11.8 Fully lined.
- 24.3.2.11.9 Color: Navy.
- 24.3.2.11.10 Size Availability: 36 through 58.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.3 Houston Airport System (Continued):

24.3.2 Uniform Requirements (Continued):

24.3.2.12 Cintas - Men's Preston Pants:

- 24.3.2.12.1 Style # 112968.
- 24.3.2.12.2 Fabric: 54/42/4 recycled polyester blended with luxurious wool and lycra.
- 24.3.2.12.3 Flat-front styling.
- 24.3.2.12.4 Curtain waistband.
- 24.3.2.12.5 Expandable hook-and-bar closure.
- 24.3.2.12.6 Belt loops.
- 24.3.2.12.7 Two quarter-top pockets.
- 24.3.2.12.8 Watch pocket at right waistline.
- 24.3.2.12.9 Besom back hip pockets with button closure.
- 24.3.2.12.10 Reinforced at joint of pant legs for durability.
- 24.3.2.12.11 37-inch unhemmed inseam.
- 24.3.2.12.12 Unlined.
- 24.3.2.12.13 Colors: Navy, Black, Charcoal.
- 24.3.2.12.14 Size Availabilities:
 - 24.3.2.12.14.1 28 through 40.
 - 24.3.2.12.14.2 42 through 54.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department:

24.4.1 Embroidered Seal Requirements:

24.4.1.1 City of Houston Embroidered Seal:

24.4.1.1.1 Colors: Walnut, Blue Jay, Marigold, White.

24.4.1.1.2 Dimensions:

24.4.1.1.2.1 Seal: 2¼ inches in diameter.

24.4.1.1.2.2 Complete logo with department name:

24.4.1.1.2.2.1 Length: 3 inches.

24.4.1.1.2.2.2 Width: 2½ inches.

PICTURE NOT TO SCALE



**GENERAL SERVICES
DEPARTMENT**

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department:

24.4.1 Embroidered Seal Requirements:

24.4.1.2 Embroidery on White Shirts:

24.4.1.2.1 Colors: Walnut, Blue Jay, Marigold, White.

24.4.1.2.2 Dimensions:

24.4.1.2.2.1 Seal: 2¼ inches in diameter.

24.4.1.2.2.2 Complete logo with department name:

24.4.1.2.2.2.1 Length: 3 inches.

24.4.1.2.2.2.2 Width: 2½ inches.

PICTURE NOT TO SCALE



**GENERAL SERVICES
DEPARTMENT**

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.1 Embroidered Seal Requirements (Continued):

24.4.1.3 Embroidery on Ball Caps:

24.4.1.3.1 Colors: Walnut, Blue Jay, Marigold, White.

24.4.1.3.2 Dimensions: Seal - 2¼ inches in diameter.

PICTURE NOT TO SCALE



24.4.1.4 Examples of Embroidered Requirements:

Samples will be provided upon request.

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements:

24.4.2.1 Red Kap - Men's Performance Knit Twill Polo:

- 24.4.2.1.1 Style # SK52NV.
- 24.4.2.1.2 Short sleeve.
- 24.4.2.1.3 Colors: Navy, Medium Blue.
- 24.4.2.1.4 Size Availability: S through 4XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements:

24.4.2.2 Red Kap - Women's Pique Blended Soft Knit Polo:

- 24.4.2.2.1 Style # SK11NV.
- 24.4.2.2.2 Short sleeve.
- 24.4.2.2.3 No Pocket.
- 24.4.2.2.4 Color: Navy.
- 24.4.2.2.5 Size Availability: XS through 4XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements (Continued):

24.4.2.3 Gildan – 2000 Ultra Cotton Adult T-Shirt:

- 24.4.2.3.1 Style # TS12NV.
- 24.4.2.3.2 Fabric: 100% cotton.
- 24.4.2.3.3 Short sleeve.
- 24.4.2.3.4 Color: Navy.
- 24.4.2.3.5 Size Availabilities:
 - 24.4.2.3.5.1 Small.
 - 24.4.2.3.5.2 5XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements (Continued):

24.4.2.4 Red Kap – Men's Short Sleeve Button-Down Poplin Shirt:

- 24.4.2.4.1 Style # SP80.
- 24.4.2.4.2 Short sleeve.
- 24.4.2.4.3 Color: White.
- 24.4.2.4.4 Size Availability: S through 5XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements (Continued):

24.4.2.5 Red Kap – Men's Long Sleeve Button-Down Poplin Shirt:

24.4.2.5.1 Style # SP90.

24.4.2.5.2 Long sleeve.

24.4.2.5.3 Color: White.

24.4.2.5.4 Size Availability:

24.4.2.5.4.1 S through XL.

24.4.2.5.4.2 2XL through 6XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements (Continued):

24.4.2.6 Red Kap – Long Sleeve Uniform Electrician Shirt:

- 24.4.2.6.1 Style # SC30DN.
- 24.4.2.6.2 Long sleeve.
- 24.4.2.6.3 Fabric: 6 oz., 100% cotton.
- 24.4.2.6.4 Color: Dark Navy.
- 24.4.2.6.5 Size Availability: XS through 9XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements (Continued):

24.4.2.7 Red Kap – Dungaree Jeans:

- 24.4.2.7.1 Style # PD80SW.
- 24.4.2.7.2 Long sleeve.
- 24.4.2.7.3 Color: Stonewash.
- 24.4.2.7.4 Size Availability: 28 through 50.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements (Continued):

24.4.2.8 Red Kap – Women's Elastic Insert Pant:

- 24.4.2.8.1 Style # PT61NV.
- 24.4.2.8.2 Color: Dark Navy.
- 24.4.2.8.3 Size Availability: Waist: 2 through 22.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements (Continued):

24.4.2.9 Red Kap – Men's Plain Front Casual Cotton Pant:

24.4.2.9.1 Style # PC44NV.

24.4.2.9.2 Colors: Navy, White.

24.4.2.9.3 Size Availability: Waist: 28 through 66.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements (Continued):

24.4.2.10 Red Kap – Cotton Work Pant:

24.4.2.10.1 Style # PC20KH.

24.4.2.10.2 Wrinkle resistant.

24.4.2.10.3 Color: Khaki.

24.4.2.10.4 Size Availability: Waist: 24 through 80.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements (Continued):

24.4.2.11 Red Kap – Men's DuraKap Industrial Pant:

24.4.2.11.1 Style # PC20WH.

24.4.2.11.2 Color: White.

24.4.2.11.3 Size Availability: Waist: 24 through 80.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.4 General Services Department (Continued):

24.4.2 Uniform Requirements (Continued):

24.4.2.12 Red Kap - Unisex Low Profile Cap:

- 24.4.2.12.1 Style # HB20NV.
- 24.4.2.12.2 Wrinkle resistant.
- 24.4.2.12.3 Color: Navy.
- 24.4.2.12.4 Size Availability: One size fits all.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs - BARC:

24.5.1 Embroidered Seal Requirements:

24.5.1.1 Animal Enforcement – Ball Caps:

- 24.5.1.1.1 Colors: Yellow, Navy Blue, Brown, Medium Blue, White.
- 24.5.1.1.2 Lettering: Block.
- 24.5.1.1.3 Width: 4 inches.
- 24.5.1.1.4 Height: 4½ inches.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.1 Embroidered Seal Requirements (Continued):

24.5.1.2 BARC Animal Shelter & Adoptions – Ball Caps:

24.5.1.2.1 Colors: White, Purple Shadow, Green.

24.5.1.2.2 Lettering: Block.

24.5.1.2.3 Width: 2 inches.

24.5.1.2.4 Height: 3 inches.

PICTURE NOT TO SCALE



24.5.1.3 BARC – Ball Caps:

24.5.1.3.1 Colors: White, Purple Shadow, Green, Grey Background.

24.5.1.3.2 Lettering: Block.

24.5.1.3.3 Width: 1½ inches.

24.5.1.3.4 Height: 2 inches.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.1 Embroidered Seal Requirements (Continued):

24.5.1.4 BARC Animal Enforcement - Shirts:

24.5.1.4.1 Colors: Yellow, Navy Blue, Brown, Medium Blue, White.

24.5.1.4.2 Lettering: Block.

24.5.1.4.3 Width: 4 inches.

24.5.1.4.4 Height: 4½ inches.

PICTURE NOT TO SCALE



24.5.1.5 Examples of Seal and Logo Requirements:

Samples will be provided upon request.

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements:

24.5.2.1 Red Kap - Performance Polyester Solid Short Sleeve Polo:

- 24.5.2.1.1 Style # SK02AH.
- 24.5.2.1.2 Soil release.
- 24.5.2.1.3 Wickable finish.
- 24.5.2.1.4 Moisture-wicking.
- 24.5.2.1.5 Three tortoise shell button front.
- 24.5.2.1.6 Lined center placket.
- 24.5.2.1.7 Rib Knit, no-curl collar.
- 24.5.2.1.8 Pocket.
- 24.5.2.1.9 Short sleeve.
- 24.5.2.1.10 Color: Ash Heather.
- 24.5.2.1.11 Size Availabilities:
 - 24.5.2.1.11.1 Regular body sizes XS through 6XL.
 - 24.5.2.1.11.2 X-Long body sizes M through 6XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.2 Port Authority - Women's Tech Pique Polo:

- 24.5.2.2.1 Style # L527.
- 24.5.2.2.2 Fabric: 5.2-ounce, 100% polyester.
- 24.5.2.2.3 UPF rating of 40.
- 24.5.2.2.4 Moisture-wicking.
- 24.5.2.2.5 Gently contoured silhouette.
- 24.5.2.2.6 Self-fabric collar.
- 24.5.2.2.7 Double-needle stitching on sleeves and hem.
- 24.5.2.2.8 3-button set-on placket with offset buttons and button loops.
- 24.5.2.2.9 Dyed-to-match buttons.
- 24.5.2.2.10 Open hem sleeves.
- 24.5.2.2.11 Color: Regal Purple.
- 24.5.2.2.12 Size Availability: XS through 4XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.3 Port Authority - Men's Tech Pique Polo:

- 24.5.2.3.1 Style # K527.
- 24.5.2.3.2 Fabric: 5.2-ounce, 100% polyester.
- 24.5.2.3.3 UPF rating of 40.
- 24.5.2.3.4 Moisture-wicking.
- 24.5.2.3.5 Flat knit collar.
- 24.5.2.3.6 Double-needle stitching on shoulders, sleeves and hem.
- 24.5.2.3.7 3-button set-on placket with edge stitching.
- 24.5.2.3.8 Dyed-to-match buttons.
- 24.5.2.3.9 Open hem sleeves.
- 24.5.2.3.10 Color: Regal Purple.
- 24.5.2.3.11 Size Availability: XS through 4XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

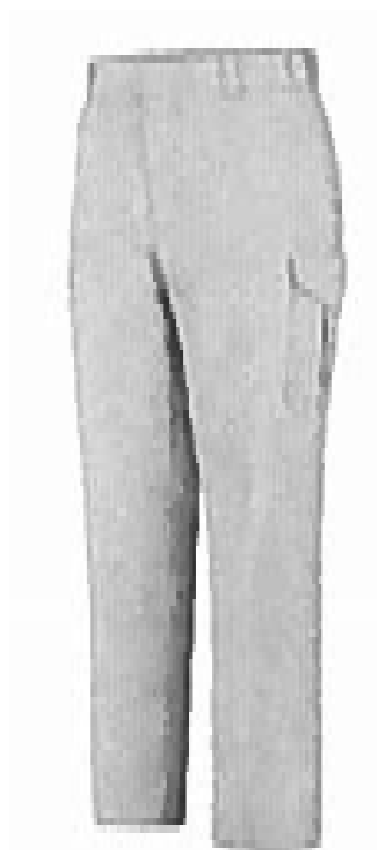
24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.4 Horace Small - New Dimension Plus 6-Pocket Cargo Trouser:

- 24.5.2.4.1 Style #s HS2733-F(Women's), HS2732-M (Men's)
- 24.5.2.4.2 Colors: Silver, Tan.
- 24.5.2.4.3 6 pockets.
- 24.5.2.4.4 Upgraded slider waistband and diamond gusseted crotch.
- 24.5.2.4.5 Mechanical poly-cotton stretch fabric.
- 24.5.2.4.6 Repellant outer finish.
- 24.5.2.4.7 Wicking inner finish.
- 24.5.2.4.8 Utility cargo pockets on each leg
- 24.5.2.4.9 Fabric: 8.0 oz. per square yard, 14.67 oz. per linear yard, twill.
- 24.5.2.4.10 Size Availabilities:
 - 24.5.2.4.10.1 Female: 2 through 24.
 - 24.5.2.4.10.2 Male: 28 through 54.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.5 Propper - Men's Lightweight Tactical Pant:

- 24.5.2.5.1 Style # GV0290B
- 24.5.2.5.2 Color: LAPD Navy.
- 24.5.2.5.3 Lightweight, breathable rip stop fabric.
- 24.5.2.5.4 Coated in DuPont teflon fabric protector.
- 24.5.2.5.5 Size Availability: 28 through 54.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.6 Propper - Tactical Short Sleeve Dress Shirt:

- 24.5.2.6.1 Style # GV0306B.
- 24.5.2.6.2 Color: LAPD Navy.
- 24.5.2.6.3 Short sleeve.
- 24.5.2.6.4 Lightweight battle rip fabric.
- 24.5.2.6.5 Resists fading, shrinking and wrinkling.
- 24.5.2.6.6 Size Availability: XS through 4XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.7 Propper - Tactical Long Sleeve Dress Shirt:

- 24.5.2.7.1 Style # GV0312B.
- 24.5.2.7.2 Color: LAPD Navy.
- 24.5.2.7.3 Long sleeve.
- 24.5.2.7.4 Fabric: lightweight battle rip.
- 24.5.2.7.5 Resists fading, shrinking and wrinkling.
- 24.5.2.7.6 Size Availability: XS through 3XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.8 Red Kap – Silk Touch Polo:

- 24.5.2.8.1 Style # K500.
- 24.5.2.8.2 Color: Royal Blue.
- 24.5.2.8.3 5.11 Tactical.
- 24.5.2.8.4 Fabric: 5 oz., 65% polyester/35% cotton pique.
- 24.5.2.8.5 Teflon finish.
- 24.5.2.8.6 Soil and stain resistance.
- 24.5.2.8.7 Concealed side seam pockets.
- 24.5.2.8.8 Size Availabilities:
 - 24.5.2.8.8.1 Waist: 34 inches.
 - 24.5.2.8.8.2 Inseam: 30 inches.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.9 Tru-Spec – Series 27-7 Men's/Women's Tactical Pant:

- 24.5.2.9.1 Style # US2051B.
- 24.5.2.9.2 Color: Navy.
- 24.5.2.9.3 Fabric: 6.5 oz. 65/35 teflon coated polyester cotton rip stop.
- 24.5.2.9.4 Lower rise with special ladies cut in hips and thighs.
- 24.5.2.9.5 Comfort fit slider waistband construction.
- 24.5.2.9.6 Extra deep front pockets.
- 24.5.2.9.7 Two knife/accessory pockets.
- 24.5.2.9.8 Two cargo pockets with hook and loop closure and bellowed side gussets.
- 24.5.2.9.9 Expandable back pockets/cell phone/magazine pocket.
- 24.5.2.9.10 Reinforced knee with inside opening for knee pads.
- 24.5.2.9.11 Size Availability: 2 through 24.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.10 Tru-Spec – Series 24-7 Men's Classic Pant:

- 24.5.2.10.1 Style # US2002B.
- 24.5.2.10.2 Color: Navy.
- 24.5.2.10.3 Fabric: 6.5 oz. 65/35 teflon coated polyester/cotton rip stop.
- 24.5.2.10.4 Comfort fit slider waist bank construction.
- 24.5.2.10.5 PRYM snap and YKK brass zipper.
- 24.5.2.10.6 Two vertical hidden zipper pockets.
- 24.5.2.10.7 Extra deep front pockets.
- 24.5.2.10.8 Two knife/accessory pockets.
- 24.5.2.10.9 Expandable back pockets with hook and loop closure.
- 24.5.2.10.10 Two special hidden zipper thigh pockets.
- 24.5.2.10.11 Size Availability: 28 through 54.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.11 Landau - Unisex Scrub Pant:

- 24.5.2.11.1 Style # 86221.
- 24.5.2.11.2 Color: Grape.
- 24.5.2.11.3 Inseam is 31.5 inches (M).
- 24.5.2.11.4 Adjustable soft webbed draw cord waist.
- 24.5.2.11.5 Double needled cargo and back pockets.
- 24.5.2.11.6 Field seams at stride and inside leg.
- 24.5.2.11.7 Size Availability: XS through 5XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.12 Landau - Unisex Scrub Top:

- 24.5.2.12.1 Style # 71221.
- 24.5.2.12.2 Color: Grape.
- 24.5.2.12.3 V-neck unisex style.
- 24.5.2.12.4 Dolman sleeves.
- 24.5.2.12.5 Back yoke.
- 24.5.2.12.6 One chest pocket with pencil division.
- 24.5.2.12.7 Size Availability: XS through 5XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.13 Landau - V-Neck Tunic:

- 24.5.2.13.1 Style # 70221.
- 24.5.2.13.2 Color: Grape.
- 24.5.2.13.3 V-neck style.
- 24.5.2.13.4 Short set-in sleeves.
- 24.5.2.13.5 Two large, top loading patch pockets.
- 24.5.2.13.6 Hidden accessory tape inside right pocket.
- 24.5.2.13.7 Cell phone pocket.
- 24.5.2.13.8 Side vents.
- 24.5.2.13.9 Size Availability: XS through 5XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.14 Horace Small - Unisex Short Sleeve Special Ops Polo:

- 24.5.2.14.1 Style #HS5123.
- 24.5.2.14.2 Color: Dark Navy.
- 24.5.2.14.3 Dyed-to-match no curl collar with stays.
- 24.5.2.14.4 Three-button placket with mic loop at base.
- 24.5.2.14.5 Vented, straight side panels.
- 24.5.2.14.6 Heat seal transfer neck label (no tag).
- 24.5.2.14.7 Two reinforced, concealed mic pockets in sleeve seam.
- 24.5.2.14.8 Breathability and wicking properties.
- 24.5.2.14.9 Pleated knit with jersey face and mesh back.
- 24.5.2.14.10 Size Availability: XS through 4XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.5 Administration and Regulatory Affairs – BARC (Continued):

24.5.2 Uniform Requirements (Continued):

24.5.2.15 Condor - Summit Soft Shell Jacket:

- 24.5.2.15.1 Style # 602.
- 24.5.2.15.2 Colors: Black, Navy.
- 24.5.2.15.3 Three-layer integrated shell fabric technology.
- 24.5.2.15.4 Double layer reinforcements on the forearms.
- 24.5.2.15.5 Breathable shell wicks moisture from the body.
- 24.5.2.15.6 Lined stand-up collar.
- 24.5.2.15.7 Two shoulder pockets. Two internal pockets. Two high-rise slash chest pockets.
- 24.5.2.15.8 Two 4-inch x 4-inch shoulder patch panels.
- 24.5.2.15.9 Underarm vent zipper.
- 24.5.2.15.10 Drawstring waistband and hood.
- 24.5.2.15.11 Size Availability: XS through 3XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.6 Fleet Management Department:

24.6.1 Embroidered Logo Requirement:

24.6.1.1 Fleet Management Seal - Embroidery:

24.6.1.1.1 Border and Nuts Color: Yellow.

24.6.1.1.2 Fleet and Management Color: White.

24.6.1.1.3 City of Houston and Wrenches Color: Black.

24.6.1.1.4 Top Background Color: Black.

24.6.1.1.5 Bottom Background Color: White.

24.6.1.1.6 Length: 3½ inches.

24.6.1.1.7 Height: 4½ inches.

PICTURE NOT TO SCALE



24.6.1.2 Example of Seal Requirement:

Sample will be provided upon request.

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.6 Fleet Management Department (Continued):

24.6.2 Uniform Requirements:

24.6.2.1 Red Kap – Duck Hooded Jacket:

- 24.6.2.1.1 Style # JD20.
- 24.6.2.1.2 Fabric: 65%/35% polyester/cotton.
- 24.6.2.1.3 Front hand-warmer pockets.
- 24.6.2.1.4 Hood with adjustable toggles.
- 24.6.2.1.5 Matching rib knit at cuffs and bottom band.
- 24.6.2.1.6 Hanger loop.
- 24.6.2.1.7 Color: Navy.
- 24.6.2.1.8 Size Availability: S through 7XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.6 Fleet Management Department (Continued):

24.6.2 Uniform Requirements (Continued):

24.6.2.2 Red Kap - Men's/Women's Utility Short Sleeve Shirt:

- 24.6.2.2.1 Style # ST62.
- 24.6.2.2.2 Fabric: 5.5 oz. no-iron twill, 65%/35% polyester/cotton.
- 24.6.2.2.3 Short sleeve.
- 24.6.2.2.4 Soil release finish.
- 24.6.2.2.5 Seven buttons.
- 24.6.2.2.6 Collar: Topstitched, lined, sewn-in stays.
- 24.6.2.2.7 Pocket: Two button-through flapped pockets.
- 24.6.2.2.8 Facing: Stitched-down front.
- 24.6.2.2.9 Double yoke back. Long Tail.
- 24.6.2.2.10 Bar-tacked pencil stall in left pocket.
- 24.6.2.2.11 Color: Navy.
- 24.6.2.2.12 Size Availability: Waist: S through 9XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.6 Fleet Management Department (Continued):

24.6.2 Uniform Requirements (Continued):

24.6.2.3 Red Kap – Men's/Women's Long Sleeve Shirt:

- 24.6.2.3.1 Style # ST52.
- 24.6.2.3.2 Fabric: 5.5 oz. No-iron twill.
- 24.6.2.3.3 Long sleeve.
- 24.6.2.3.4 Soil release finish.
- 24.6.2.3.5 Seven buttons.
- 24.6.2.3.6 Collar: Topstitched, lined, sewn-in stays.
- 24.6.2.3.7 Pocket: Two button-through flapped pockets.
- 24.6.2.3.8 Facing: Stitched-down front.
- 24.6.2.3.9 Double yoke back. Long Tail.
- 24.6.2.3.10 Bar-tacked pencil stall in left pocket.
- 24.6.2.3.11 Color: Navy.
- 26.6.2.3.12 Size Availability: Waist: S through 9XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.6 Fleet Management Department (Continued):

24.6.2 Uniform Requirements (Continued):

24.6.2.4 Red Kap – Men's Plain Front Work Shorts:

- 24.6.2.4.1 Style # PT26.
- 24.6.2.4.2 Fabric: 7.25 oz., polyester/cotton.
- 24.6.2.4.3 Jean style waistband.
- 24.6.2.4.4 Mid-thigh inseams. Traditional fit.
- 24.6.2.4.5 Color: Navy.
- 24.6.2.4.6 Size Availability: Standard.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.6 Fleet Management Department (Continued):

24.6.2 Uniform Requirements (Continued):

24.6.2.5 Red Kap – Men's Industrial Pant:

- 24.6.2.5.1 Style # PT20.
- 24.6.2.5.2 Fabric: 7.5 oz. twill, 65% polyester/35% combed cotton.
- 24.6.2.5.3 Post-cure durable press finish.
- 24.6.2.5.4 Heavy duty brass ratcheting zipper, button closures.
- 24.6.2.5.5 Pocket: Two slack style front pockets, two set-in hip pockets, left has button closure, darts over hip pockets for better fit.
- 24.6.2.5.6 Waistband: Innerlined for body and shape, folder set band with outlet.
- 24.6.2.5.7 Synthetic blend pocketing and waistband trim. Soft hand twill. Exterior brand label on right.
- 24.6.2.5.8 Color: Navy.
- 24.6.2.5.9 Size Availability: Waist: S through 9XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department:

24.7.1 Embroidered Logo Requirements:

24.7.1.1 Logo – Flag Blue/White:

- 24.7.1.1.1 Border color: Flag Blue.
- 24.7.1.1.2 Lettering: Flag Blue, White.
- 24.7.1.1.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.7.1.2 Logo – White/Gold:

- 24.7.1.2.1 Border color: White.
- 24.7.1.2.2 Lettering: Gold.
- 24.7.1.2.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.1 Embroidered Logo Requirements (Continued):

24.7.1.3 Logo – White/Flag Blue:

- 24.7.1.3.1 Border color: White.
- 24.7.1.3.2 Lettering: Flag Blue.
- 24.7.1.3.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.7.1.4 Logo – White/Chow Blue:

- 24.7.1.4.1 Border color: White.
- 24.7.1.4.2 Lettering: Chow Blue.
- 24.7.1.4.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.1 Embroidered Logo Requirements (Continued):

24.7.1.5 Logo – White/Miami Artillery:

- 24.7.1.5.1 Border color: White.
- 24.7.1.5.2 Lettering: Miami Artillery (Reddish).
- 24.7.1.5.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.7.1.6 Logo – White/Black:

- 24.7.1.6.1 Border color: White.
- 24.7.1.6.2 Lettering: Black.
- 24.7.1.6.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.1 Embroidered Logo Requirements (Continued):

24.7.1.7 Logo – Black/White:

- 24.7.1.7.1 Border color: Black.
- 24.7.1.7.2 Lettering: White.
- 24.7.1.7.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.7.1.8 Logo – Walnut/Wheat:

- 24.7.1.8.1 Border color: Walnut.
- 24.7.1.8.2 Lettering: Wheat.
- 24.7.1.8.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.1 Embroidered Logo Requirements (Continued):

24.7.1.9 Logo – Wheat/Walnut:

- 24.7.1.9.1 Border color: Wheat.
- 24.7.1.9.2 Lettering: Walnut.
- 24.7.1.9.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.7.1.10 Logo – Mint/Spruce Green:

- 24.7.1.10.1 Border color: Mint.
- 24.7.1.10.2 Lettering: Spruce Green.
- 24.7.1.10.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.1 Embroidered Logo Requirements (Continued):

24.7.1.11 Logo – White/Persian Rose:

- 24.7.1.11.1 Border color: White.
- 24.7.1.11.2 Lettering: Persian Rose.
- 24.7.1.11.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.7.1.12 Logo – White/Glow:

- 24.7.1.12.1 Border color: White.
- 24.7.1.12.2 Lettering: Glow.
- 24.7.1.12.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.1 Embroidered Logo Requirements (Continued):

24.7.1.13 Logo – White/Rust:

- 24.7.1.13.1 Border color: White.
- 24.7.1.13.2 Lettering: Rust.
- 24.7.1.13.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.7.1.14 Logo – White/Forest Green:

- 24.7.1.14.1 Border color: White.
- 24.7.1.14.2 Lettering: Forest Green.
- 24.7.1.14.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.1 Embroidered Logo Requirements (Continued):

24.7.1.15 Logo – White/Maroon:

24.7.1.15.1 Border color: White.

24.7.1.15.2 Lettering: Maroon.

24.7.1.15.3 Diameter: 3-inch Circle.

PICTURE NOT TO SCALE



24.7.1.16 Examples of Logo and Seal Requirements:

Samples will be provided upon request.

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.2 Uniform Requirements:

24.7.2.1 Red Kap – Long Sleeve T-Shirt:

- 24.7.2.1.1 Style # SYK2.
- 24.7.2.1.2 Color: Lime/Yellow
- 24.7.2.1.3 ANSI (American National Standard Institute) Certified 107-2004 Class 2 Level 2 compliant, 360° visibility.
- 24.7.2.1.4 Two-inch silver striping over the shoulders, meeting one horizontal stripe around body above waist.
- 24.7.2.1.5 One chest pocket.
- 24.7.2.1.6 Fabric: 6.2 oz.,100% polyester jersey.
- 24.7.2.1.7 Silhouette: Home wash.
- 24.7.2.1.8 Size Availability: S through 4XL

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.2 Uniform Requirements (Continued):

24.7.2.2 Red Kap – Short Sleeve T-Shirt:

- 24.7.2.2.1 Style # SYK6.
- 24.7.2.2.2 Color: Lime/Yellow
- 24.7.2.2.3 ANSI (American National Standard Institute) Certified 107-2004 Class 2 Level 2 compliant, 360° visibility.
- 24.7.2.2.4 Two-inch silver striping over the shoulders, meeting one horizontal stripe around body above waist.
- 24.7.2.2.5 One chest pocket.
- 24.7.2.2.6 Fabric: 6.2 oz., 100% polyester jersey.
- 24.7.2.2.7 Silhouette: Home wash.
- 24.7.2.2.8 Size Availability: S through 4XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.2 Uniform Requirements (Continued):

24.7.2.3 Red Kap - Men's Pleated Work Pant:

- 24.7.2.3.1 Style # PT32.
- 24.7.2.3.2 Color: Various.
- 24.7.2.3.3 Fabric: 8 oz. twill, 65% polyester, 35% combed cotton.
- 24.7.2.3.4 Synthetic blend pocketing and waistband trim. Double front pleats.
- 24.7.2.3.5 Finish: Post-cure durable press.
- 24.7.2.3.6 Heavy duty brass ratcheting zipper, button closures.
- 24.7.2.3.7 Pockets: Two slack style front pockets, two set-in hip pockets, left has button closure, darts over hip pockets for better fit.
- 24.7.2.3.8 Waistband: Inner-lined for body and shape, folder set band with outlet.
- 24.7.2.3.9 Size Availabilities:
 - 24.7.2.3.9.1 Waist: 24 through 80.
 - 24.7.2.3.9.2 Length: 24 through 42.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.2 Uniform Requirements (Continued):

24.7.2.4 Red Kap – Unisex Perma-Lined Panel Jacket:

- 24.7.2.4.1 Style # JT50.
- 24.7.2.4.2 Color: Black.
- 24.7.2.4.3 Fabric: 7.5 oz. twill, 65% polyester, 35% combed cotton.
- 24.7.2.4.4 Solid brass zipper.
- 24.7.2.4.5 Collar: Two-piece, topstitched sewn-in stays.
- 24.7.2.4.6 Length: 29 inches.
- 24.7.2.4.7 Pockets: Two lower inset on-seam pockets and utility pocket on left sleeve.
- 24.7.2.4.8 Permanently lined, black 100% nylon taffeta quilted to a 3.3 oz., 1/8 inches of polyurethane foam.
- 24.7.2.4.9 Size Availability: XS through 11XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.2 Uniform Requirements (Continued):

24.7.2.5 Red Kap – Men's Performance T-Shirt:

- 24.7.2.5.1 Style # SK80.
- 24.7.2.5.2 Color: Various.
- 24.7.2.5.3 Fabric: 5.3 oz. performance knit, 100% polyester.
- 24.7.2.5.4 Superior color retention and wicking.
- 24.7.2.5.5 Snag and wrinkle resistant.
- 24.7.2.5.6 Rib knit collar.
- 24.7.2.5.7 Double needle top-stitching for added strength.
- 24.7.2.5.8 Straight hem with side vents.
- 24.7.2.5.9 Full mesh underarm gusset.
- 24.7.2.5.10 Tag-less label.
- 24.7.2.5.11 Size Availability: XS through 11XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.2 Uniform Requirements (Continued):

24.7.2.6 Red Kap – Men's Long Sleeve Button-Down Poplin Shirt:

- 24.7.2.6.1 Style # SP90.
- 24.7.2.6.2 Color: Various.
- 24.7.2.6.3 Fabric: 4.25 oz. poplin, 65% polyester, 35% cotton.
- 24.7.2.6.4 Easy care finish with stain release.
- 24.7.2.6.5 Wickable finish.
- 24.7.2.6.6 Box-pleated back.
- 24.7.2.6.7 Double-pleated sleeve with tailored placket and cuff.
- 24.7.2.6.8 Longer tail length.
- 24.7.2.6.9 Size Availability: S through 5XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.7 Solid Waste Management Department (Continued):

24.7.2 Uniform Requirements (Continued):

24.7.2.7 Red Kap – Men's Short Sleeve Button-Down Poplin Shirt:

- 24.7.2.7.1 Style # SP80.
- 24.7.2.7.2 Color: Various.
- 24.7.2.7.3 Fabric: 4.25 oz. poplin, 65% polyester, 35% cotton.
- 24.7.2.7.4 Easy care finish with stain release.
- 24.7.2.7.5 Wickable finish.
- 24.7.2.7.6 Box-pleated back.
- 24.7.2.7.7 Double-pleated sleeve with tailored placket and cuff.
- 24.7.2.7.8 Longer tail length.
- 24.7.2.7.9 Size Availability: S through 8XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering:

24.8.1 Patch Requirements:

Patches shall be 100% embroidered in usually four (4) colors. The 100% embroidered background shall be white. All embroidery yarn shall be colorfast. Patch will be sewn to garment using polyester thread. The following patches are to be embroidered and sewn on caps, coveralls, hats, jackets, shirts, and other garments per specifications.

24.8.1.1 City of Houston Seal Patch:

- 24.8.1.1.1 Description: Circle, gold border and gold letters in block font on blue circle, brown train with gold wheels on white background, gold and brown star and plow design under train in colorfast yarn.
- 24.8.1.1.2 Colors: Blue, Brown, Gold, White.
- 24.8.1.1.3 Diameter: 2½-inch Circle.
- 24.8.1.1.4 Font: Block letters.
- 24.8.1.1.5 Font Size: ¼ inches.
- 24.8.1.1.6 Lettering: Gold in block font.
 - 24.8.1.1.6.1 Top: CITY OF HOUSTON.
 - 24.8.1.1.6.2 Bottom: TEXAS.
- 24.8.1.1.7 Placement/Location of Patch: Patch will be sewn at the center of caps and hats.

EXAMPLES - PICTURES NOT TO SCALE

Actual Seal



Monogrammed Image



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.2 Custom Embroidery & Silk-Screen Printing Requirements:

24.8.2.1 The custom embroidery should be 100% embroidered in different colors and be in all colorfast for the City of Houston, Department of Public Works and Engineering. The following embroideries are to be embroidered on caps, coveralls, hats, jackets, shirts, and other garments, per specifications.

24.8.2.1.1 Embroidery: All different colorfast colors.

24.8.2.1.2 Lettering: All different colorfast colors.

24.8.2.2 City of Houston Public Works & Engineering Embroidery Logo:

24.8.2.2.1 Description: Circle, blue border, and gold letters in block font on blue circle; brown train with gold wheels on white background; gold and brown star; and plow design under train in colorfast yarn.

24.8.2.2.2 Colors: Blue, Brown, Gold, White.

24.8.2.2.3 Diameter: 2½-inch circle.

24.8.2.2.4 Font: Block letters.

24.8.2.2.5 Font Size: ¼ inches.

24.8.2.2.6 Spacing between each Line: 1/8 inches.

24.8.2.2.7 Lettering: 5/16 inches in Blue.

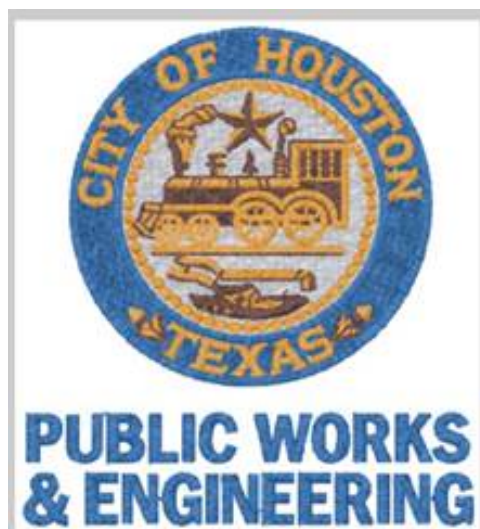
24.8.2.2.8 Line 1: PUBLIC WORKS.

24.8.2.2.9 Line 2: & ENGINEERING.

31.8.2.2.10 Placement/Location: The embroidery/logo will be sewn over Left Pocket Center or Left Upper Front pocket for shirts. Pocket will remain open and usable. The embroidery/logo will be sewn over Left Front side for jackets.

EXAMPLES - PICTURES NOT TO SCALE

Actual Picture



Monogrammed Image



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

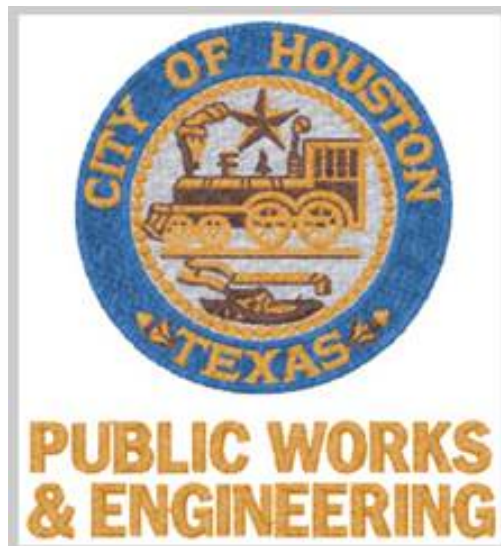
24.8.2 Custom Embroidery & Silk-Screen Printing Requirements (Continued):

24.8.2.3 City of Houston Public Works & Engineering Embroidery Logo:

- 24.8.2.3.1 Description: Circle, blue border, and gold letters in block font on blue circle; brown train with gold wheels on white background; gold and brown star; and plow design under train in colorfast yarn.
- 24.8.2.3.2 Colors: Blue, Brown, Gold, White.
- 24.8.2.3.3 Diameter: 2½-inch circle.
- 24.8.2.3.4 Font: Block letters.
- 24.8.2.3.5 Font Size: ¼ inches.
- 24.8.2.3.6 Spacing between each Line: 1/8 inches.
- 24.8.2.3.7 Lettering: 5/16 inches in Gold.
- 24.8.2.3.8 Line 1: PUBLIC WORKS.
- 24.8.2.3.9 Line 2: & ENGINEERING.
- 24.8.2.3.10 Placement/Location: The embroidery/logo will be sewn over Left Pocket Center or Left Upper Front pocket for shirts. Pocket will remain open and usable. The embroidery/logo will be sewn over Left Front side for jackets.

EXAMPLES - PICTURES NOT TO SCALE

Actual Picture



Monogrammed Image



24.8.2.4 Silk-Screen printing for the City of Houston, Public Works and Engineering:

- 24.8.2.4.1 Silk-Screen printing: Black or White or Reflective Silver ink.
- 24.8.2.4.2 Lettering: Black or White or Reflective Silver ink.

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

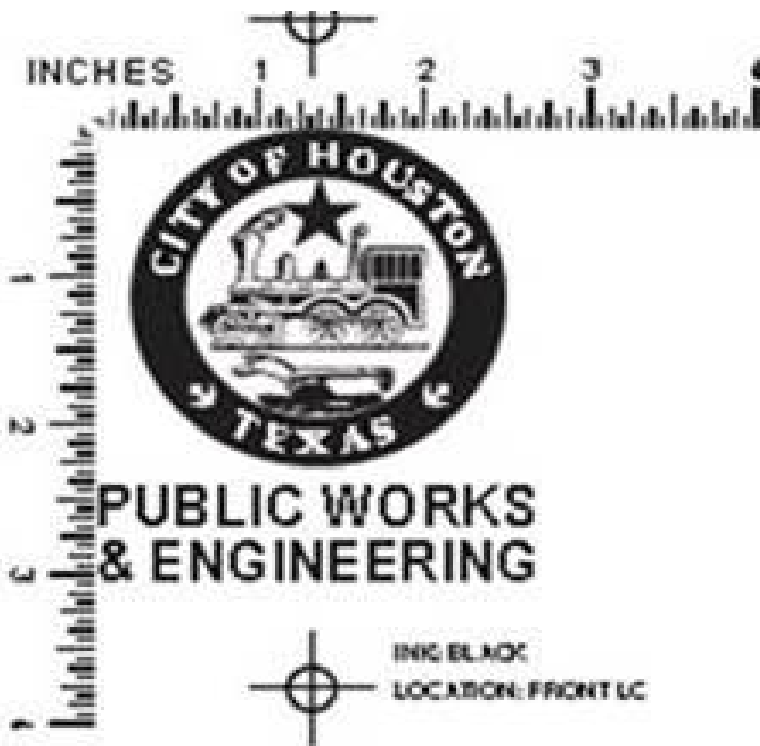
24.8 Department of Public Works and Engineering (Continued):

24.8.2 Custom Embroidery & Silk-Screen Printing Requirements (Continued):

24.8.2.5 City of Houston Silk-Screen Logo:

- 24.8.2.5.1 Description: Circle, black border, and white or contrasting letters in block font on black circle; black and white or contrasting train with wheels on white background; black star and plow design under train.
- 24.8.2.5.2 Color: Black and white on dark shirts, or black and contrasting color on light shirts.
- 24.8.2.5.3 Diameter: 2½-inch Circle.
- 24.8.2.5.4 Font: Block letter.
- 24.8.2.5.5 Font Size: ¼ inches.
- 24.8.2.5.6 Spacing between each Line: 1/8 inches.
- 24.8.2.5.7 Lettering: 5/16 inches in Black ink.
- 24.8.2.5.8 Line 1: PUBLIC WORKS.
- 24.8.2.5.9 Line 2: & ENGINEERING.
- 24.8.2.5.10 Placement/Location: The logo will be silk-screened over Left Pocket Center or Left Upper Front pocket for shirts. Pocket will remain open and usable. The logo will be silk-screened over Left Front side for high visibility jackets.

EXAMPLE - PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

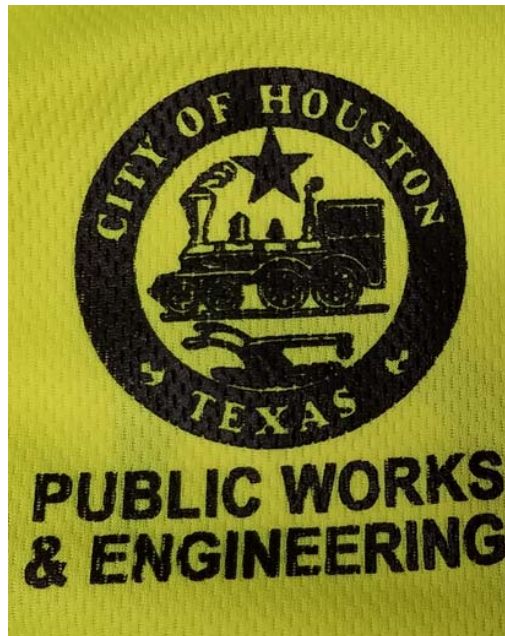
24.8 Department of Public Works and Engineering (Continued):

24.8.2 Custom Embroidery & Silk-Screen Printing Requirements (Continued):

24.8.2.5 City of Houston Silk-Screen Logo (Continued):

EXAMPLES - PICTURES NOT TO SCALE

Monogrammed Images



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

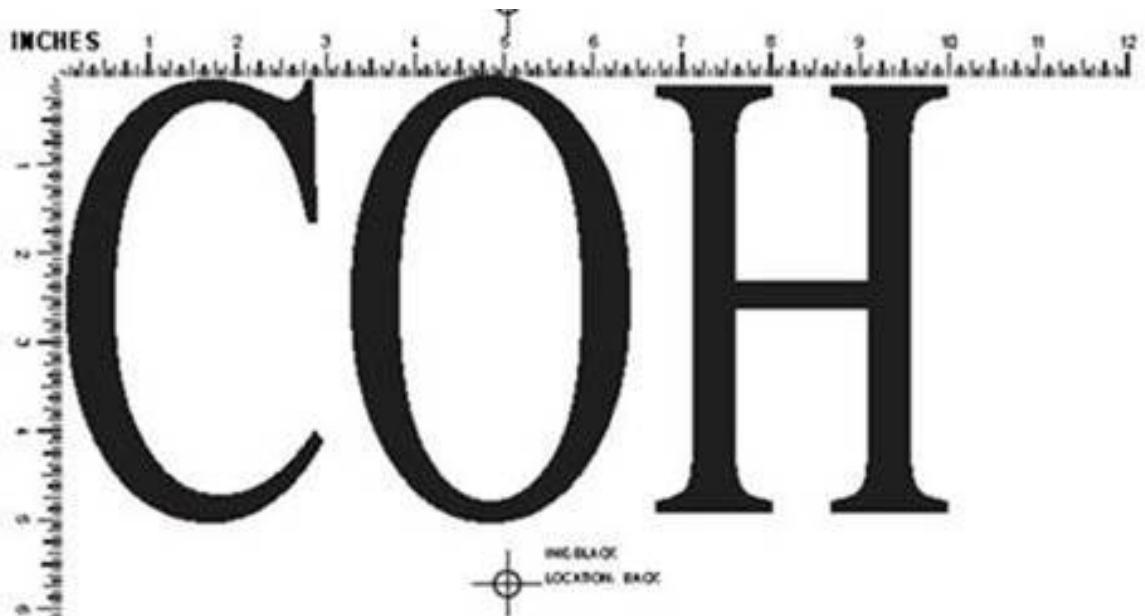
24.8 Department of Public Works and Engineering (Continued):

24.8.2 Custom Embroidery & Silk-Screen Printing Requirements (Continued):

24.8.2.6 City of Houston – COH Letters Silk-Screen Logo:

- 24.8.2.6.1 Description: Abbreviation of City of Houston. Only three (3) capital letters to read – COH – and have the visibility.
- 24.8.2.6.2 Color: Reflective Silver.
- 24.8.2.6.3 Font: Block letter.
- 24.8.2.6.4 Height: 5 inches tall.
- 24.8.2.6.5 Length: 10 inches long.
- 24.8.2.6.6 Thickness: ½-inch thick.
- 24.8.2.6.7 Lettering: Reflective Silver ink.
- 24.8.2.6.8 Line 1: COH.
- 24.8.2.6.9 Placement/Location: The logo will be silk-screened on back. Approximately 5 inches below collar in Center Middle Back.

EXAMPLE - PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.2 Custom Embroidery & Silk-Screen Printing Requirements (Continued):

24.8.2.6 City of Houston – COH Letters Silk-Screen Logo (Continued):

EXAMPLES - PICTURES NOT TO SCALE

Monogrammed Images



24.8.2.7 Examples of Seal and Logo Requirements:

Samples will be provided upon request.

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements:

24.8.3.1 Red Kap - Men's Industrial Cargo Pocket Pant:

- 24.8.3.1.1 Style # PT88 or approved equal.
- 24.8.3.1.2 Fabric: 8 oz. twill, blend, 65% polyester / 35% combed cotton.
- 24.8.3.1.3 Post-cure durable press finish.
- 24.8.3.1.4 Touchtex technology finish provides soil release and great color retention.
- 24.8.3.1.5 Folder set waistband with brass ratcheting zipper and button closure.
- 24.8.3.1.6 Super stitched slack style front pockets and set-in hip pockets with button closure on left; two bellowed cargo pockets with snap down flaps and mitered corners on flaps.
- 24.8.3.1.7 Industrial wash.
- 24.8.3.1.8 Colors: Charcoal.
- 24.8.3.1.9 Size Availabilities:
 - 24.8.3.1.9.1 Waist: 24 through 60.
 - 24.8.3.1.9.2 Length: 24 to 40, or unhemmed option for custom alteration.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.2 Red Kap - Women's DuraKap Plain Industrial Pant:

- 24.8.3.2.1 Style # PT21 or approved equal.
- 24.8.3.2.2 Fabric: 7.5 oz. twill, blend, 65% Polyester/35% combed cotton.
- 24.8.3.2.3 Post-cure durable press finish.
- 24.8.3.2.4 Closure: Heavy duty brass ratcheting zipper, button closures.
- 24.8.3.2.5 Two slack style front pockets, two set-in hip pockets, left button has closure, darts over hip pockets.
- 24.8.3.2.6 Waistband: Inner-lined for body and shape, folder set band with outlet.
- 24.8.3.2.7 Synthetic blend pocketing and waistband trim.
- 24.8.3.2.8 Exterior brand label on right hip.
- 24.8.3.2.9 Industrial wash.
- 24.8.3.2.10 Colors: Charcoal.
- 24.8.3.2.11 Size Availabilities:
 - 24.8.3.2.11.1 Waist: 0 through 32.
 - 24.8.3.2.11.2 Length: 24 to 36, or unhemmed option for custom alteration.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.3 Bulwark - Excel Flame-Resistant Men's Work Pant:

- 24.8.3.3.1 Style # PEW2 or approved equal.
- 24.8.3.3.2 Fabric: 9.0 oz., 100% cotton twill.
- 24.8.3.3.3 Category 2, ARC (Arc Rating) Protection, ATPV (Arc Thermal Performance Value) 10.6 calories/ cm².
- 24.8.3.3.4 Flame-resistant.
- 24.8.3.3.5 Inner-lined waistband with button closure.
- 24.8.3.3.6 Two slack-style front pockets; two set-in hip pockets with button closure on left hip pocket.
- 24.8.3.3.7 Home and Industrial wash.
- 24.8.3.3.8 Colors: Charcoal.
- 24.8.3.3.9 Size Availabilities:
 - 24.8.3.3.9.1 Waist: 24 through 80.
 - 24.8.3.3.9.2 Length: 24 to 42, or unhemmed option for custom alteration.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.4 Bulwark - Excel Flame-Resistant Women's Work Pant:

- 24.8.3.4.1 Style # PEW3 or approved equal.
- 24.8.3.4.2 Fabric: 9.0 oz., 100% cotton twill.
- 24.8.3.4.3 Category 2, ARC (Arc Rating) Protection, ATPV (Arc Thermal Performance Value) 10.6 calories/ cm².
- 24.8.3.4.4 Flame-resistant.
- 24.8.3.4.5 Inner-lined waistband with button closure.
- 24.8.3.4.6 Two slack-style front pockets; two set-in hip pockets with button closure on left hip pocket.
- 24.8.3.4.7 Home and Industrial wash.
- 24.8.3.4.8 Colors: Navy, preferred in Charcoal.
- 24.8.3.4.9 Size Availabilities:
 - 24.8.3.4.9.1 Waist: 0 through 40.
 - 24.8.3.4.9.2 Length: 24 to 40, or unhemmed option for custom alteration.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.5 Lee - Men's Short Sleeve Meridian Performance Twill Shirt:

- 24.8.3.5.1 Style # 1T22 or approved equal.
- 24.8.3.5.2 Fabric: 5 oz., 65% Polyester / 35% cotton fine line twill, slightly sanded.
- 24.8.3.5.3 Collar is button-down.
- 24.8.3.5.4 Left chest pocket with reinforced pencil stall.
- 24.8.3.5.5 Easily customizable with embroidery and trims.
- 24.8.3.5.6 Softly shaped hemline can be worn tucked or untucked.
- 24.8.3.5.7 Double-needle, topstitched seams; felled side seams and underarm seams for durability.
- 24.8.3.5.8 Men's back yoke and double side back pleats allow for easy movement.
- 24.8.3.5.9 Home wash.
- 24.8.3.5.10 Colors: Navy.
- 24.8.3.5.11 Size Availabilities:
 - 24.8.3.5.11.1 S through 8XL.
 - 24.8.3.5.11.2 Regular Body and X-Long Body.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.6 Lee - Women's Short Sleeve Meridian Performance Twill Shirt:

- 24.8.3.6.1 Style # 1T21 or approved equal.
- 24.8.3.6.2 Fabric: 5 oz., 65% Polyester / 35% cotton fine line twill, slightly sanded.
- 24.8.3.6.3 Button-down collar shirt with left chest pocket.
- 24.8.3.6.4 Narrow double-needle topstitched seams.
- 24.8.3.6.5 Felled side seams and underarm seams.
- 24.8.3.6.6 Front and back darts and shaped side seams.
- 24.8.3.6.7 Dual-action stain repel/soil release.
- 24.8.3.6.8 Home wash.
- 24.8.3.6.9 Colors: Navy.
- 24.8.3.6.10 Size Availabilities:
 - 31.8.6.10.1 XS through 8XL.
 - 31.8.6.10.2 Regular Body and X-Long Body.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.7 Lee - Men's Long Sleeve Meridian Performance Twill Shirt:

- 24.8.3.7.1 Style # 1T12 or approved equal.
- 24.8.3.7.2 Fabric: 5 oz., 65% Polyester / 35% cotton fine line twill, slightly sanded.
- 24.8.3.7.3 Button-down collar shirt.
- 24.8.3.7.4 Left chest pocket with reinforced pencil stall.
- 24.8.3.7.5 Easily customizable with embroidery and trims.
- 24.8.3.7.6 Softly shaped hemline can be worn tucked or untucked.
- 24.8.3.7.7 Double-needle topstitched seams, felled side seams and underarm seams for durability.
- 24.8.3.7.8 Back yoke and double side back pleats.
- 24.8.3.7.9 Home wash.
- 24.8.3.7.10 Colors: Navy.
- 24.8.3.7.11 Size Availabilities:
 - 24.8.3.7.11.1 S through 6XL.
 - 24.8.3.7.11.2 Regular Body and Long Body.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.8 Lee - Women's Long Sleeve Meridian Performance Twill Shirt:

- 24.8.3.8.1 Style # 1T11 or approved equal.
- 24.8.3.8.1 Fabric: 5 oz., 65% Polyester / 35% cotton fine line twill, slightly sanded.
- 24.8.3.8.2 Double needle topstitched seams for reinforcement.
- 24.8.3.8.3 Felled side seams and underarm seams for durability.
- 24.8.3.8.4 Button-down collar shirt with left chest pocket.
- 24.8.3.8.5 Front and back darts and shaped side seams.
- 24.8.3.8.6 Home wash.
- 24.8.3.8.7 Colors: Navy.
- 24.8.3.8.8 Size Availabilities:
 - 24.8.3.8.8.1 XS through 3XL.
 - 24.8.3.8.8.2 Regular Body and Long Body.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.9 Red Kap - Women's Short Sleeve Customer Facing Professional Polo:

- 24.8.3.9.1 Style # SK91 or approved equal.
- 24.8.3.9.2 Fabric: 5.3 oz. performance knit, 100% polyester.
- 24.8.3.9.3 Superior wicking and color retention.
- 24.8.3.9.4 Snag and wrinkle resistant.
- 24.8.3.9.5 Self-fabric convertible collar.
- 24.8.3.9.6 Double needle top-stitching for added strength.
- 24.8.3.9.7 Inset, double compartment sleeve pocket.
- 24.8.3.9.8 Straight hem with side vents.
- 24.8.3.9.9 Full mesh underarm gusset, added coolness and mobility.
- 24.8.3.9.10 Feminine silhouette, front darts to shape bust line and waist line is shaped to follow female curves.
- 24.8.3.9.11 Industrial Wash.
- 24.8.3.9.12 Colors: Navy.
- 24.8.3.9.13 Size Availabilities:
 - 24.8.3.9.13.1 XS through 3XL.
 - 24.8.3.9.13.2 Regular Body.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.10 Red Kap - Men's Short Sleeve Active Performance Polo:

- 24.8.3.10.1 Style # SK92 or approved equal.
- 24.8.3.10.2 Fabric: 5.3 oz. performance knit, 100% polyester.
- 24.8.3.10.3 Superior wicking and color retention.
- 24.8.3.10.4 Snag and wrinkle resistant.
- 24.8.3.10.5 Self-fabric convertible collar.
- 24.8.3.10.6 Double needle top-stitching for added strength.
- 24.8.3.10.7 Inset, double compartment sleeve pocket.
- 24.8.3.10.8 Straight hem with side vents.
- 24.8.3.10.9 Full mesh underarm gusset, added coolness and mobility.
- 24.8.3.10.10 Industrial wash.
- 24.8.3.10.11 Colors: Navy.
- 24.8.3.10.12 Size Availabilities:
 - 24.8.3.10.12.1 S through 6XL.
 - 24.8.3.10.12.2 Regular Body.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.11 Reflective Apparel - Birdseye Knit Short Sleeve T-Shirt:

- 24.8.3.11.1 Style # US5037B, Model VEA-104, or approved equal.
- 24.8.3.11.2 Fabric: 4.1 oz. performance/athletic fabric.
- 24.8.3.11.3 100% Polyester high visibility.
- 24.8.3.11.4 3M Scotchlite Reflective Material.
- 24.8.3.11.5 ANSI (American National Standard Institute) Certified, Level III.
- 24.8.3.11.6 Pocket.
- 24.8.3.11.7 Color: Lime.
- 24.8.3.11.8 Size Availability: M through 6XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.12 Reflective Apparel - Birdseye Knit Long Sleeve T-Shirt:

- 24.8.3.12.1 Style # US5038B, Model VEA-204, or approved equal.
- 24.8.3.12.2 Fabric: 4.1 oz. performance/athletic fabric.
- 24.8.3.12.3 ANSI (American National Standard Institute) Certified, Level III.
- 24.8.3.12.4 100% Polyester high visibility.
- 24.8.3.12.5 3M Scotchlite Reflective Material.
- 24.8.3.12.6 Pocket.
- 24.8.3.12.7 Color: Lime.
- 24.8.3.12.8 Size Availability: M through 5XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.13 Bulwark - Deluxe Excel Flame-Resistant Long Sleeve Work Shirt:

- 24.8.3.13.1 Style # SEW2 or approved equal.
- 24.8.3.13.2 Fabric: 7 oz., 100% cotton.
- 24.8.3.13.3 Category 1, ARC (Arc Rating) Protection, ATPV (Arc Thermal Performance Value) 7.7 calories/cm².
- 24.8.3.13.4 Flame resistant.
- 24.8.3.13.5 Two-piece lined collar.
- 24.8.3.13.6 One-piece lined cuff with button closure.
- 24.8.3.13.7 Hemmed front with button closure.
- 24.8.3.13.8 Sleeve vent.
- 24.8.3.13.9 Button-front work shirt.
- 24.8.3.13.10 Home and Industrial wash.
- 24.8.3.13.11 Color: Navy.
- 24.8.3.13.12 Size Availabilities:
 - 24.8.3.13.12.1 XS through 9XL.
 - 24.8.3.13.12.2 Short, Regular, Long, X-Long.
 - 24.8.3.13.12.3 Long: 6 inches or 8 inches added to Body.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.14 Red Kap - Unisex Perma-Lined Panel Jacket:

- 24.8.3.14.1 Style # JT50 or approved equal.
- 24.8.3.14.2 Fabric: 7.5 oz. twill, 65% polyester / 35% combed cotton.
- 24.8.3.14.3 Permanently lined, black 100% nylon taffeta quilted to a 3.3 oz., 1/8 inches of polyurethane foam.
- 24.8.3.14.4 Pre-cured durable press.
- 24.8.3.14.5 Solid brass zipper.
- 24.8.3.14.6 Two-piece, topstitched sewn in stay on collar, 29 inches in length.
- 24.8.3.14.7 Two lower inset on-seam pockets and utility pocket on left sleeve.
- 24.8.3.14.8 Light soil wash.
- 24.8.3.14.9 Color: Charcoal.
- 24.8.3.14.10 Size Availabilities:
 - 24.8.3.14.10.1 XS through 9XL
 - 24.8.3.14.10.2 Short, Regular, Long, X-Long.
 - 24.8.3.14.10.3 Long: 6 inches or 8 inches added to Body.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.15 Reflective Apparel – 3-Season Jacket:

- 31.8.3.15.1 Style # US3090, Model VEA-421, or approved equal.
- 31.8.3.15.2 Fabric: 3.23 oz. 100% Polyester.
- 31.8.3.15.3 ANSI (American National Standard Institute) Certified, Level III.
- 31.8.3.15.4 3 Season high visibility.
- 31.8.3.15.5 3M Scotchlite Reflective Material.
- 31.8.3.15.6 Water Resistant.
- 31.8.3.15.7 Pockets: 2 front zippered slash pockets, shoulder cell phone pocket, inner right chest pocket.
- 31.8.3.15.8 Zippered front closure, system gear.
- 31.8.3.15.9 Color: Lime.
- 31.8.3.15.10 Size Availability: S through 6XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.16 Cap – Mesh Back:

- 24.8.3.16.1 Reference Nissin Style # 23208, or approved equal.
- 24.8.3.16.2 City seal/patch to be sewn on front of cap.
- 24.8.3.16.3 Seamless solid color front with matching nylon mesh back.
- 24.8.3.16.4 Fabric: 100% polyester tightly woven; one piece front panel backed with tricot foam; 100% cotton twill.
- 24.8.3.16.5 Self-fabric velcro strap.
- 24.8.3.16.6 Visor: Eight stitch visor with foam padding and superflex insert.
- 24.8.3.16.7 Sweat band: Matching colored sweat band. Three-ply sweat band cushioned for comfort.
- 24.8.3.16.8 Front panel, visor under visor, button, nylon mesh and panels are all the same color.
- 24.8.3.16.9 Colors: Navy Blue and other assorted colors.
- 24.8.3.16.10 Size: One size fits all.

SAMPLE PICTURES



Monogrammed Image



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.17 Cap – Solid Back:

- 24.8.3.17.1 Reference Nissin Style # 26101, or approved equal.
- 24.8.3.17.2 City seal/patch is to be sewn on front of cap.
- 24.8.3.17.3 Seamless solid color front with matching nylon solid back.
- 24.8.3.17.4 Fabric: 100% polyester tightly woven, one piece front panel backed with tricot foam, 100% cotton twill.
- 24.8.3.17.5 Self-fabric velcro strap.
- 24.8.3.17.6 Visor: Eight stitch visors with foam padding and superflex insert.
- 24.8.3.17.7 Sweat band: Matching colored sweat band. Three-ply sweat band cushioned for comfort.
- 24.8.3.17.8 Front panel, visor under visor, button, nylon mesh and panels all the same color.
- 24.8.3.17.9 Colors: Navy Blue and other assorted colors.
- 24.8.3.17.10 Size availability: One size fits all.

SAMPLE PICTURES



Monogrammed Image



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.18 High Visibility Adjustable Baseball Cap:

- 24.8.3.18.1 Reference: Reflective Apparel Style # US7044B, Model VEA-803, or approval equal.
- 24.8.3.18.2 Fabric: 100% polyester.
- 24.8.3.18.3 ANSI (American National Standard Institute) Certified Head Wear.
- 24.8.3.18.4 High Visibility, Mesh and Solid Side Panels, Cotton Sweatband.
- 24.8.3.18.5 3M Scotchlite Reflective Material 360 degrees around, with ¼-inch Level II, ANSI (American National Standard Institute) Certified tape. Tape wraps around the brim.
- 24.8.3.18.6 Color: Lime.
- 24.8.3.18.7 City seal/patch is to be sewn on front of cap.
- 24.8.3.18.8 Size availability: One size fits all.

SAMPLE PICTURES

Monogrammed Image



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.8 Department of Public Works and Engineering (Continued):

24.8.3 Uniform Requirements (Continued):

24.8.3.19 High Visibility Ranger Hat:

- 31.8.3.19.1 Reference: Reflective Apparel, Style # US7036B, Model # VEA-804, or approved equal.
- 31.8.3.19.2 Fabric: 100% polyester.
- 31.8.3.19.3 ANSI (American National Standard Institute) Certified Head Wear.
- 31.8.3.19.4 High Visibility, Mesh Side Panels, Contrasting Orange Trim.
- 31.8.3.19.5 Drawstring.
- 31.8.3.19.6 3M Scotchlite Reflective Material.
- 31.8.3.19.7 Color: Lime.
- 31.8.3.19.8 City seal/patch is to be sewn on front of hat.
- 31.8.3.19.9 Size Availability: One size fits all.

SAMPLE PICTURES

Monogrammed Image



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.9 Human Resources Department:

24.9.1 Embroidered Logo Requirements:

24.9.1.1 Human Resources (HR) City of Houston Logo:

24.9.1.1.1 Colors: Blue, Black.

24.9.1.1.2 Dimensions: 3 inches x 3 inches.

PICTURE NOT TO SCALE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.9 Human Resources Department:

24.9.1 Embroidered Logo Requirements (Continued):

24.9.1.2 Houston Fire-EMS Rescue Logo:

24.9.1.2.1 Description: Diamond shaped logo with gold border and gold lettering. Logo includes the City's skyline, Texas Flag, and Fire Maltese on powder blue background.

24.9.1.2.2 Dimensions: 2.429 inches x 3.413 inches.

PICTURE NOT TO SCALE

Monogrammed Image



24.9.1.3 Examples of Logo Requirements:

Samples will be provided upon request.

24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.9 Human Resources Department (Continued):

24.9.2 Uniform Requirements:

24.9.2.1 Galls – Unisex Soft Shell Jacket:

24.9.2.1.1 Style #JA820.

24.9.2.1.2 Color: Navy.

24.9.2.1.3 Size Availability: XS through 6XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.9 Human Resources Department (Continued):

24.9.2 Uniform Requirements (Continued):

24.9.2.2 Galls – Unisex Sport Type Polo:

- 24.9.2.2.1 Style #ST125.
- 24.9.2.2.2 Fabric: 65% cotton, 35% polyester.
- 24.9.2.2.3 Color: Navy.
- 24.9.2.2.4 Size Availability: XS through 6XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.9 Human Resources Department (Continued):

24.9.2 Uniform Requirements (Continued):

24.9.2.3 Galls – Men's Tactical Cargo Pant:

- 24.9.2.3.1 Style #TR506.
- 24.9.2.3.2 Fabric: 65% polyester, 35% poly cotton.
- 24.9.2.3.3 Color: Navy.
- 24.9.2.3.4 Size Availability: XS-5XL.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.9 Human Resources Department (Continued):

24.9.2 Uniform Requirements (Continued):

24.9.2.4 Galls – Women's Tactical Ripstop Pant:

- 24.9.2.4.1 Style #TR642.
- 24.9.2.4.2 Fabric: Poly cotton blend.
- 24.9.2.4.3 Color: Navy.
- 24.9.2.4.4 Size Availability: 2 through 20.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.9 Human Resources Department (Continued):

24.9.2 Uniform Requirements (Continued):

24.9.2.5 Galls – Unisex Short Sleeve T-Shirt:

- 24.9.2.5.1 Style #5H2-TS153.
- 24.9.2.5.2 Fabric: 100% cotton.
- 24.9.2.5.3 Short sleeve.
- 24.9.2.5.4 Color: Dark Navy.
- 24.9.2.5.5 Size Availability: S through 5X.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.9 Human Resources Department (Continued):

24.9.2 Uniform Requirements (Continued):

24.9.2.6 Galls – Duty Man Dress Belt:

- 24.9.2.6.1 Style #SH2-NP238.
- 24.9.2.6.2 Fabric: Duty Belt.
- 24.9.2.6.3 Color: Black.
- 24.9.2.6.4 Size Availability: All Sizes.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.10 Houston Police Department:

24.10.1 Embroidered Logo Requirements:

There are no embroidery requirements for the Houston Police Department.

24.10.2 Uniform Requirements:

24.10.2.1 Horace Small – Men's New Dimension Plus 6 Pocket Cargo Pant:

- 24.10.2.1.1 Style # HS2520.
- 24.10.2.1.2 Fabric: 8 oz. per square yard, 14.67 oz. per linear yard twill. 65% polyester/35% cotton.
- 24.10.2.1.3 Soil release wicking.
- 24.10.2.1.4 Closure: Brass ratching zipper and crush-proof hook and eye closure. French fly.
- 24.10.2.1.5 Pocket: Quarter top bottom reinforced front pockets. Double-welt topstitched hip pockets with triangle bartacks and button-tab on left. Double entry cargo pockets.
- 24.10.2.1.6 Waistband: 2-inch snugtex with ban-rol technology and slider mechanism for stretch.
- 24.10.2.1.7 Bartacks at all stress points.
- 24.10.2.1.8 Color: Black.
- 24.10.2.1.9 Size Availabilities:
 - 24.10.2.1.9.1 Small.
 - 24.10.2.1.9.2 Body size: Long.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.10 Houston Police Department (Continued):

24.10.2 Uniform Requirements (Continued):

24.10.2.2 Horace Small – Men's Short Sleeve Shirt:

24.10.2.2.1 Style # HS1222.

24.10.2.2.2 Fabric: 9.5-10 oz. per linear yard, tropical weave, 65% polyester/35% rayon.

24.10.2.2.3 Break-resistant melamine buttons.

24.10.2.2.4 Closure: L/S banded, S/S convertible.

24.10.2.2.5 Facing: Added length to sides help keep shirt tucked in.

24.10.2.2.6 Color: Beige.

24.10.2.2.7 Size Availabilities:

24.10.2.2.7.1 Small through 5X.

24.10.2.2.7.2 Body size: Long.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.10 Houston Police Department (Continued):

24.10.2 Uniform Requirements (Continued):

24.10.2.3 Horace Small – Men's Sentry Plus Trouser:

- 24.10.2.3.1 Style # HS2149.
- 24.10.2.3.2 Fabric: 4.5 oz. per square yard, 11 oz. per linear yard gabardine weave. 100% polyester/VISA Finish with Solarban technology.
- 24.10.2.3.3 Closure: Brass ratching zipper and crush-proof hook and eye closure, French fly tab.
- 24.10.2.3.4 Pocket: Quarter-top front pockets. Double-welt topstitched hip pockets with triangle bartacks and button-tab left-pocket closure.
- 24.10.2.3.5 Bartacks at all stress points.
- 24.10.2.3.6 Color: Dark Navy.
- 24.10.2.3.7 Size Availability: Waist: 28 through 66.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

24.10 Houston Police Department (Continued):

24.10.2 Uniform Requirements (Continued):

24.10.2.4 Horace Small – Women’s Sentry Cargo Trouser:

- 24.10.2.4.1 Style # HS2381.
- 24.10.2.4.2 Fabric: 100% polyester with VISA Finish.
- 24.10.2.4.3 Bartacks at all stress points.
- 24.10.2.4.4 Quarter-top front pockets.
- 24.10.2.4.5 Double-welt, top stitched hip pockets with triangle bartacks and button-tab left-pocket closure.
- 24.10.2.4.6 Left and right-hand, double-entry cargo pockets with zipper and hook and loop closures.
- 24.10.2.4.7 Color: Dark Navy.
- 24.10.2.4.8 Size Availability: 4, 12.

SAMPLE PICTURE



24.0 SEAL, LOGO, EMBROIDERY AND UNIFORM REQUIREMENTS (CONTINUED):

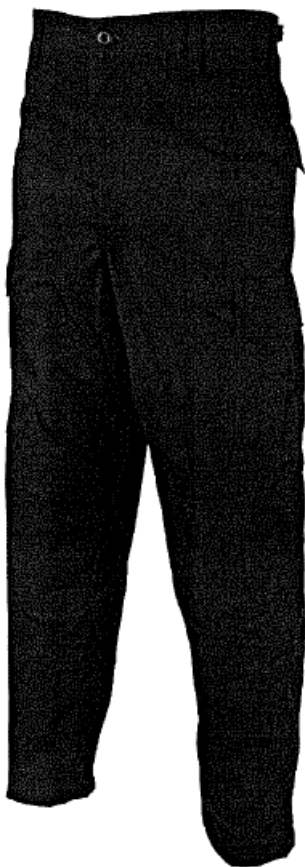
24.10 Houston Police Department (Continued):

24.10.2 Uniform Requirements (Continued):

24.10.2.5 Tru-Spec – Battle Dress Uniform Pant:

- 24.10.2.5.1 Style # 1268.
- 24.10.2.5.2 Fabric: 65% polyester/35% cotton ripstop.
- 24.10.2.5.3 Two adjustable side tabs secured with 4 bar-tacks.
- 24.10.2.5.4 Knees and seat reinforced with sewn-in patches.
- 24.10.2.5.5 Nylon drawstring blousing system.
- 24.10.2.5.6 Felled seams (inseam, out-seam and seat-seam).
- 24.10.2.5.7 Two front slash pockets.
- 24.10.2.5.8 Two rear inserted pockets with snag-proof flaps.
- 24.10.2.5.9 Two bellowed, three-pleat cargo pockets with drain holes and snag-proof flaps.
- 24.10.2.5.10 Color: Dark Navy.
- 24.10.2.5.11 Size Availability: Medium Long.

SAMPLE PICTURE



25.0 PRICE ADJUSTMENT (LINE ITEMS):

25.1 Direct Cost:

In this section, direct cost means the Supplier's cost from the manufacturer of any item or if the Supplier is the manufacturer, the cost of raw materials required to manufacture the item, plus costs of transportation from manufacturer to the Supplier and Supplier to the City.

25.2 Price Decreases:

25.2.1 If the Supplier's Direct Cost **decreases** at any time during the full term of this award, Supplier shall **immediately** pass the decrease on to the City and lower its prices by the amount of the decrease in Direct Cost.

25.2.2 Supplier shall notify the Chief Procurement Officer of price decreases in the same way as for price increases set out below. The price decrease shall become effective upon the Chief Procurement Officer's receipt of Supplier's notice.

25.3 Price Increases:

25.3.1 Suppliers may request a price increase after twelve (12) months from the bid opening date of the bid received by the City Secretary of the City of Houston. Subsequent price increases may be requested twelve (12) months from the date of the previous approved price increase. The amount of the first increase shall not exceed the actual documented increase in the Supplier's Direct Cost and shall not ever be more than 10% above the previous bid price. The amount of the subsequent price increase shall also not exceed this percentage.

25.3.2 To request a price increase, Supplier must submit a letter setting the amount of the increase, along with an itemized list of any increased prices, showing the Supplier's current price, revised price, the actual dollar difference and the percentage of the price increase by line item. Documentation from the Supplier's supplier(s) showing the actual dollar increase/decrease to the Supplier must accompany this request. Such documentation from the Supplier's supplier must clearly show the dollar increase incurred by the Supplier on the applicable solicitation per item bid. The letter and documentation shall be sent to the following address:

**Chief Procurement Officer
City of Houston
P.O. Box 1562
Houston, Texas 77251**

25.3.3 If the Chief Procurement Officer approves the price increase, he or she shall notify Supplier in writing; no price increase will be effective until Supplier receives this notice. If the Chief Procurement Officer does not approve Supplier's price increase, Supplier may terminate its performance upon **sixty (60) days** advance written notice to the Chief Procurement Officer. Termination of performance is the Supplier's only remedy if the Chief Procurement Officer does not approve the price increase.

25.3.4 If, at any time after approving a price increase, the Chief Procurement Officer determines that the City can obtain the same item at a lower price from a different source without violating the State bid laws, the City may then purchase the item from the lower price source without any obligation to the Supplier.

25.0 PRICE ADJUSTMENT (LINE ITEMS) (CONTINUED):

- 25.4 The price percentage adjustment bid shall remain firm during the full term of the award. Price adjustments will be determined from the plus or minus percentage applied to the manufacturer's published price list lowest unit price column as originally bid.
- 25.5 The price list(s) submitted with this bid will be in effect from the date bids are received and opened by the City Secretary. A price list substitution may be made any time after award by City Council. This substitution will be the updated version of the price list submitted with the bid. A letter from the manufacturer stating the new price list submitted is the replacement for the one being replaced must accompany the request. This letter must also state when (date) the new price list was distributed to its distributors/suppliers. **The new price list will not be accepted as a price list substitute if it was distributed and/or in the possession of the Bidder(s) before the bid due date.** A request to substitute the price list(s) with revised price list(s) will be allowed subject to the Chief Procurement Officer's approval. Substitute price list(s) may only be later revisions to the original price list(s) bid. Acceptance of any revised price list(s) will be considered after the Supplier submits the following to the City of Houston Chief Procurement Officer; Strategic Procurement Division; P.O. Box 1562; Houston, Texas 77251:
- 25.5.1 A letter clearly stating **PRICE ADJUSTMENT REQUEST AND NAME AND NUMBER OF THE INVITATION TO BID** in the contents and on the outside of the envelope;
- 25.5.2 Itemized revised price list indicating effective date; and
- 25.5.3 Multiple copies of the revised manufacturer's price list(s) for distribution to participating City departments.
- 25.6 **Price list substitution(s) shall become effective only upon the Supplier's receipt of express written consent from the City of Houston Chief Procurement Officer or his designee. Price list substitution(s) shall not be effective until such written consent is received.** If the Supplier submits a request for price list(s) substitution in accordance with the above revisions and the Chief Procurement Officer fails to approve such request, the Supplier may terminate its performance upon 60-day advance notification in writing. This will be the Supplier's only remedy in the event a price adjustment is not approved. The effective date of the price list(s) change shall be no earlier than 30-days following receipt of written request by the City unless otherwise stated in the approval letter from the Chief Procurement Officer or his designee. **No retroactive price changes will be honored for delinquent requests.** The price in effect on the date of issue of the purchase order establishes the price to be paid.
- 25.7 The City of Houston's Chief Procurement Officer reserves the right to obtain a different source(s) to meet the requirements for any item(s) which has increased in price if said item(s) may be obtained at a lower price and if it is deemed in the best interest of the City to do so.

26.0 POST AWARD MEETING:

- 26.1 Once the award has been approved by City Council, the City of Houston will schedule a post award meeting with the successful Supplier and all of the City's end users. This meeting will cover procurement requirements, supplier invoicing, supplier payment, and other matters related to administering the award.
- 26.2 The **Department of Public Works and Engineering** will schedule a post award meeting with the successful Supplier and the Department of Public Works and Engineering end users. This meeting will cover procurement requirements, supplier invoicing, supplier payment, and other matters related to administering the award.

BIDDER'S QUESTIONNAIRE:

In order to receive bid award consideration, the bidder must be able to demonstrate that they are currently providing or have had at least one contract, as a prime supplier, for delivering apparel and uniforms that is similar in size and scope to this solicitation. The reference(s) should be included in the space provided below. Please attach another piece of paper if necessary. If references are not included with the bid, the bidder shall be required to provide such references to the City of Houston within five working days from receipt of a written request from the City of Houston to do so. **Bidder's capability and experience shall be a factor in determining the supplier's responsibility. Bidder must have references documenting that it has delivered apparel and uniforms.**

1. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years of Services: _____
2. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years of Services: _____
3. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years of Services: _____

SECTION C
CITY OF HOUSTON
GENERAL TERMS AND CONDITIONS
FOR
APPAREL AND UNIFORMS
FOR
VARIOUS DEPARTMENTS

1.0 TERM OF AWARD:

- 1.1 The term of award shall be for a **thirty-six (36)** month period beginning on the date specified in the Notice of Award letter. During this period, purchase orders will be issued for items as needed. Any conflict between the terms and conditions as specified herein and said purchase orders; the term and conditions of the solicitation shall govern. The Supplier will not provide any goods/services without first having received an official City of Houston purchase order. While it is the intent to procure goods/services by issuing an Official City of Houston Purchase Order, there will be instances when a Purchasing Card (P-Card) or Petty Cash may be used. **The City requires that the prices awarded be honored on all purchases.**
- 1.2 It is emphasized that the City of Houston does not guarantee to purchase any specific quantity of any item listed; rather, the quantities may vary depending upon the actual needs of the user departments. The Supplier shall remain obligated to the City under all clauses of this award that expressly or by their nature extend beyond and survive the expiration or termination of the award, including but not limited to warranties and indemnity provisions hereof.
- 1.3 "Upon written notice to the Supplier from the Chief Procurement Officer or his designee, the term of this award shall be extended on the same terms and conditions on a month-to-month basis until (1) approval of a new award or (2) spending authority has been reached, whichever occurs first."

2.0 OPTIONAL EXTENSION:

This award may be extended for two additional one (1) year periods upon acceptance of the Supplier and thirty (30) days prior written notice from the Chief Procurement Officer. A price increase subject to the provisions of this award may be requested by the Supplier for approval by the Chief Procurement Officer at this time. If the price increase is approved by the Chief Procurement Officer or if no price increase is requested, a letter of extension will be issued by the Chief Procurement Officer for the Supplier's acceptance under the same terms and conditions as the existing award.

3.0 PROMPT PAYMENT OF SUBCONTRACTORS:

The Supplier shall make timely payments to all persons and entities supplying labor, materials or equipment for the performance of this award. **SUPPLIER SHALL DEFEND AND INDEMNIFY THE CITY FROM ANY CLAIMS OR LIABILITY ARISING OUT OF SUPPLIER'S FAILURE TO MAKE THESE PAYMENTS.**

4.0 INTER-LOCAL AGREEMENTS:

Under the same terms and conditions hereunder, the award may be expanded to other government entities through inter-local agreements between the City of Houston and the respective government entity that encompass all or part of the products provided under this award. Separate agreements will be drawn to reflect the needs of each participating entity.

5.0 PRICE LISTS:

5.1 Internet-Based Catalog/Price List

5.1.1 It is the City's desire that all price lists be provided electronically; therefore, if the Supplier is submitting a bid on any price list item as an ***INTERNET-BASED CATALOG***, it is mandatory that pricing is in a secure format, available to the City of Houston in an ***INTRANET*** fashion. No custom software should be required to access the electronic catalog. The Supplier shall provide the ability for unlimited amount of users to order via on-line communication with the supplier's computer system by the City of Houston's PC terminals, printers, fax, or telephone. The supplier shall also provide the capability to conduct orders using the City of Houston Charge Card.

5.1.2 The Supplier shall provide initial and on-going training and the set-up of PCs for City of Houston end-users.

5.1.3 The Supplier's electronic catalog should include the following features:

- 5.1.3.1 Support open technology and standards such as Open-Buying on the Internet (OBI)
- 5.1.3.2 Flexible and robust product search methods
- 5.1.3.3 Account and user profile control including dollar limit processing
- 5.1.3.4 On-line ordering using a shopping cart utility
- 5.1.3.5 On-line order/usage history reporting
- 5.1.3.6 Notification of price changes in accordance with City of Houston terms and conditions
- 5.1.3.7 Help functions
- 5.1.3.8 Order processing using the City's Procurement Card

5.2 The Supplier shall furnish Price Lists to the Pricing Section of the Strategic Procurement Division for distribution to all ordering departments, divisions and sections of the City of Houston requiring these items. Within ten (10) working days from written notification by the Chief Procurement Officer, the Supplier shall furnish to the Pricing Section of the Strategic Procurement Division, the number of required copies of its price list(s) bid for use by City Departments. Failure to timely furnish such price lists may result in rescinding the award. Each time a Supplier submits a revised price list it shall furnish the number of revised price list(s) required to the Pricing Section within ten working (10) days of such revision. Failure to do so may result in rescinding the award. **THESE PRICE LIST(S) SHALL BE FURNISHED AT NO COST TO THE CITY OF HOUSTON.**

5.3 Original, unaltered, manufacturers' price lists and revisions are requested. If all originals cannot be obtained, at least one (1) original plus photocopies of the original price list may be furnished provided each photocopy is certified as a true and accurate unaltered reproduction of the original. Each reproduced price list must have a notarized signature of authority that is certifying on the face thereof the copy is a true and accurate unaltered reproduction of the original. Although copies may be accepted, **IT IS A MANDATORY REQUIREMENT TO SUBMIT AT LEAST ONE (1) ORIGINAL PRICE LIST OR ACCESS TO THE MANUFACTURER'S INTERNET BASED CATALOG IN ORDER FOR YOUR BID TO BE CONSIDERED FOR AWARD RECOMMENDATION.**

5.4 A MINIMUM OF FIFTY (55) PRICE LISTS WILL BE REQUIRED FOR EACH ITEM AWARDED FROM THE SUCCESSFUL SUPPLIER(S) PRIOR TO AWARD. **THIS IS ONLY A MINIMUM REQUIREMENT OF THE NUMBER OF PRICE LISTS AND IS SUBJECT TO INCREASE ACCORDING TO THE REQUIREMENTS OF THE DEPARTMENTS.** THE SAME OR LIKE QUANTITIES WILL BE REQUIRED FOR SUBMITTAL OF REVISED PRICE LISTS.

5.5 Price lists furnished for these items shall include but shall not be limited to OEM descriptive catalogs and/or supplemental publications that clearly define each part number cost. Electronic media versions are preferred.

5.6 **THE CITY OF HOUSTON RESERVES THE RIGHT TO DUPLICATE THE PRICE LISTS AWARDED FOR DISSEMINATING TO THE DEPARTMENTS.**

6.0 ADDENDA TO PRICE LIST(S):

If addenda containing new parts not listed in the price list(s) submitted with the original bid are received by the Supplier from the manufacturer, the Supplier may submit the addendums having new items identified by part number reference and highlighted in addenda price lists for easy identification to the Chief Procurement Officer for consideration. The Chief Procurement Officer will allow addenda only upon written acceptance and only new items may be added. No item(s) presently listed in the Price List(s) will be considered from these addenda. All such addenda shall be subject to the requirements of Section 252.048 of the Texas Local Government Code.

7.0 INVOICING:

- 7.1 In order to expedite payment all invoices must be submitted in triplicate, itemized as to quantity, part number, description, and applicable discount (if any) in the same order and form as in the City of Houston Purchase Order. Variations will only delay payment. In addition, invoices must show the name of the Department, Division or Section to which the merchandise was delivered, and the City of Houston Purchase Order Number.
- 7.2 All delivery tickets must have a description of the commodity delivered.
- 7.3 Mail invoices to the Accounts Payable Section of the department and to the address, as noted on individual purchase orders.
- 7.4 Delivery tickets and packing slips shall contain the same information as the invoice.
- 7.5 All packing slips and delivery tickets must be signed by the receiving employee and must show his/her City employee number.
- 7.6 Invoices for the Department of Public Works and Engineering (PWE) should preferably be sent to the following electronic mailbox address:

Finaccountspayable@houstontx.gov

Alternatively, invoices for PWE may be mailed to the following address:

**City of Houston
Department of Public Works and Engineering
Finance Business Office
Accounts Payable
P. O. Box 3685
Houston, TX, 77251-3685**

- 7.7 Invoices for the Solid Waste Management Department should be sent to the following address:

**City of Houston
Solid Waste Management Department
Accounts Payable
P. O. Box 1562
Houston, TX, 77251-1562**

7.0 INVOICING (CONTINUED):

7.8 Invoices for the Houston Police Department should be sent to the following address:

**City of Houston
Houston Police Department, Office of Budget and Finance
Attn: Accounts Payable - Ellen Lopez
1200 Travis Street, 17th floor
Houston, TX 77002**

7.9 Invoices for the Houston Health Department (HHD) should be sent to the following address:

**City of Houston
Houston Health Department
Business Management - Accounts Payable
8000 North Stadium Drive, 7th Floor
Houston, Texas 77054**

Questions regarding the status of outstanding invoices, contact HHD as follows:

Vendor Hotline Number: 832-393-4919
E-mail: Accounts.PayableHHD@houstontx.gov

7.10 Invoices for the Houston Airport System should be sent to the following address:

**Houston Airport System
COH Department of Aviation
Accounts Payable
P. O. Box 60106
Houston, Texas 77205-0106**

7.11 Invoices for the Administration and Regulatory Affairs Department should be sent to the following address:

**City of Houston
Administration and Regulatory Affairs - BARC
2700 Evella Street
Houston, Texas 77026**

7.12 Invoices for the General Services Department should be sent to the following address:

**City of Houston
General Services Department
Attn: Financial Services
P.O. Box 61189
Houston, Texas 77208-1189**

7.13 Invoices for the Parks and Recreation Department should be sent to the following address:

**City of Houston
Parks and Recreation Department
Attn: Accounts Payable
2999 South Wayside
Houston, Texas 77023**

7.0 INVOICING (CONTINUED):

7.14 Invoices for the Human Resources Department should be sent to the following address:

**City of Houston
Human Resources Department
Attention: General Accounting Services
611 Walker, 4th Floor
Houston, Texas 77002**

7.15 Invoices for the Fleet Management Department (FMD) should be sent to the following address:

**City of Houston
Fleet Management Department/Accounts Payable
P.O. Box 3685
Houston, Texas 77521-3685**

Alternatively, invoices for FMD may be sent to the following electronic mailbox address:

finaccountspayable@houstontx.gov

8.0 PAYMENT:

8.1 The City of Houston's standard payment term is to pay 30 days after receipt of invoice or receipt of goods or services, whichever is later, according to the requirements of the Texas Prompt Payment Act (TX. Gov't Code, Ch. 2251). However, the City will pay in less than 30 days in return for an early payment discount from vendor as follows:

- Payment Time - 10 Days: 2% Discount
- Payment Time - 20 Days: 1% Discount

8.2 If the City fails to make a payment according to the early payment schedule above, but does make the payment within the time specified by the Prompt Payment Act, the City shall not receive the discount, but shall pay no other penalty. When the payment date falls on a Saturday, Sunday, or official holiday when City offices are closed and City business is not expected to be conducted, payment may be made on the following business day.

9.0 CONTAMINATED MATERIALS:

Each Supplier shall be required to identify their source of supply. No material will be accepted from a hazardous or toxic waste site, regardless of whether the site has been identified by either a Local, State or Federal Agency. No contaminated, toxic, hazardous waste products or heavy metal product shall be contained in these deliveries. If any material supplied to the City is found to be contaminated or contain heavy metal products, it will be the responsibility of the Supplier to remove and replace the contaminated product at their expense and at no cost to the City. The City has the option to solicit the removal of any contaminated material and charge back the Supplier any and all costs involved.

10.0 INSPECTIONS AND AUDITS:

10.1 The City reserves all rights to review all payments made to Suppliers by auditing at a later date. Subject to such audit, any overpayments may be recovered from the Supplier.

10.2 Representatives of the City have the right to examine the books of all subcontractors and/or suppliers supplying goods and/or services under the prime award insofar as those books and records relate to performance under the prime award.

10.0 INSPECTIONS AND AUDITS (CONTINUED):

- 10.3 City representatives may have the right to perform, or have performed, (1) audits of Supplier's books and records, and (2) inspections of all places where work is undertaken in connection with this award. The Supplier shall keep its books and records available for this purpose for at least three years after this award terminates. This provision does not affect the applicable statute of limitations.

11.0 SILENCE OF SPECIFICATIONS:

The apparent silence of these specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of these specifications shall be made on the basis of this statement. The Bidder shall be an established Supplier of the items bid.

12.0 SPECIFIED EQUIPMENT, OR EQUIVALENT:

- 12.1 Wherever in the specifications any materials or processes are indicated or specified by patent or proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the performance, materials and/or processes desired and shall be deemed to be followed by the words, "or equivalent", if not so stated in the specifications herein.
- 12.2 The burden of proof shall rest with the Bidder, in the course of a technical evaluation, to prove that the proposed item(s) are equivalent to the performance, materials, processes, or articles specified.
DETERMINATION AS TO WHETHER THE ITEM(S) BID IS /ARE EQUIVALENT TO THOSE SPECIFIED SHALL REST SOLELY WITH THE CHIEF PROCUREMENT OFFICER AND THE RECEIVING DEPARTMENT.

13.0 DELIVERIES:

- 13.1 The Supplier agrees to make deliveries of stocked materials, including embroidery, sewing/alteration, silkscreen, and installation of patches, within seven (7) to ten (10) business days, only upon receipt of a duly signed and approved Purchase Orders issued by the City of Houston's Chief Procurement Officer or designee. Delivery made without such Purchase Order shall be at Supplier's risk and shall leave the City the option of canceling any award implied or expressed herein.
- 13.2 Non-stocked garments, including embroidery, sewing/alteration, silkscreen, and installation of patches, shall be delivered within thirty-five (35) business days, upon receipt of a duly signed and approved Purchase Orders issued by the City of Houston's Chief Procurement Officer or designee.
- 13.3 Custom ordered garments, including embroidery, sewing/alteration, silkscreen, and installation of patches, shall be delivered within fifty (50) business days, upon receipt of a duly signed and approved Purchase Orders issued by the City of Houston's Chief Procurement Officer or designee.
- 13.4 All garments over standard stocked sizes (with long lead times) shall be shipped separately.
- 13.5 The supplier shall contact the City Department/Division within two (2) business days, if the maximum seven (7) to ten (10) business day delivery time cannot be met.
- 13.6 The City Department/Division will separate all stocked, non-stocked and custom orders, per purchase order, before sending to the Supplier.

13.0 DELIVERIES (CONTINUED):

13.7 Each packing slip shall include the following:

- 13.7.1 Purchase Order Number
- 13.7.2 Employee name
- 13.7.3 Employee number
- 13.7.4 Description of item(s) shipped and commodity delivered
- 13.7.5 Quantity of items shipped
- 13.7.6 Unique reference number that tracks the order from origin to receipt of invoice

13.8 Unless otherwise stated in the Bid Form or Specifications, deliveries must consist only of new, unused, current models and not previously sold merchandise.

13.9 Full tare must be allowed and no charges made for packages.

13.10 The City may request rush deliveries. The Supplier shall use its best efforts to comply with rush or emergency requests. If the Supplier cannot fulfil the emergency delivery requirements, the participating entity may procure its needs from alternative sources without penalty.

13.11 In the event that the deliveries of the supplies covered in the solicitation are not made within the number of days specified, or in the event that the supplies delivered are rejected, and are not removed and replaced within the number of days specified in the official notice of rejection, the City reserves the right to terminate. The defaulting Supplier will be deemed non-responsible and will be disqualified from bidding on the solicitation if it is re-let by the City within ninety (90) days of such termination.

13.12 Deliveries shall be made during normal working hours of the City.

13.13 All deliveries must be labeled with the employee's name and accompanied by a copy of the actual invoice.

13.14 For custom made items, such as silk screen printed apparel, it will be the responsibility of the Supplier to communicate with the ordering entity all delivery details.

13.15 Approval for delivery of partial or incomplete orders must be obtained in writing prior to delivery from the department placing the order.

13.16 Partial deliveries without approval may not be accepted and any charges incurred (freight, restocking fees, etc.) shall be the responsibility of the Supplier.

13.17. When delivery is not met as provided for in the award, the City reserves the right to make the purchase on the open market, with any cost in excess of the award price paid by the Supplier, in addition to any other damages, direct or consequential, incurred by the City as a result thereof.

14.0 SHIPPING TERMS:

Prices shall be F.O.B. Destination to the delivery location designated herein or on a purchase order. The Supplier shall retain title and control of all goods until they are delivered and award of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the Supplier. The Supplier shall file all claims for visible or concealed damage. The City will notify the Supplier promptly of any damaged goods and shall assist the Supplier in arranging for inspection.

15.0 MATERIALS:

The items furnished shall be the latest product in production to commercial trade, and shall be of the highest quality as to materials used. The Supplier furnishing these items shall be experienced in the production of such items and shall furnish evidence of having supplied similar items, which have been in successful operation. The Bidder shall be an established Supplier of the items bid.

16.0 RESTOCKING (EXCHANGES AND RETURNS):

There will be no restocking charge to the City for return or exchange of any item purchased under the terms of this award. If the City wishes to return items purchased under this award, the Supplier agrees to exchange, these items for other items, with no additional charge incurred. Items must be returned to the Supplier within thirty (30) days from date of delivery. If there is a difference in price in the items exchanged, the Supplier shall invoice the City for increase price or provide the City with a credit or cash refund for any decrease in price. On items returned, a credit or cash refund will be issued by the Supplier to the City. This return and exchange option shall extend for thirty (30) days following the expiration date of the award. All items returned by the City must be unused and in the same merchantable condition as when received. **Items that are special ordered and/or stocked by the Supplier at the specific request of the City may be returned only upon approval of the Supplier.**

17.0 ADDITIONS & DELETIONS:

The City, by written notice from the Chief Procurement Officer to the Supplier, at any time during the term of this award, may add or delete like or similar equipment, supplies, locations and/or services to the list of equipment, supplies, locations, and/or services to be provided. Any such written notice shall take effect on the date stated in the notice from the City. Similar equipment, supplies, services, or locations added to the award shall be in accordance with the solicitation specification/scope of services, and the charges or rates for items added shall be the same as specified on the bid form. In the event additional equipment, supplies, locations and/or services are not identical to the item(s) already awarded, the charges therefore will then be the Supplier's normal and customary charges or rates for the equipment, supplies, locations and/or services classified on the bid form.

18.0 FORCE MAJEURE:

18.1 Timely performance by both parties is essential to the award. However, neither party is liable for delays or other failures to perform its obligations to the extent the delay or failure is caused by Force Majeure. Force Majeure means fires, floods, explosions, and other acts of God, war, terrorist acts, riots, court orders, and the acts of superior governmental or military authority.

18.2 This relief is not applicable unless the affected party does the following:

18.2.1 uses due diligence to remove the Force Majeure as quickly as possible; and

18.2.2 provides the other party with prompt written notice of the cause and its anticipated effect.

18.3 The City may perform or solicit functions itself during periods of Force Majeure. Such performance does not constitute a default or breach of this award by the City.

18.4 If the Force Majeure continues for more than 30 days, the Chief Procurement Officer or Director upon written authorization by the Chief Procurement Officer may terminate this award by giving 30 days' written notice to Supplier. This termination is not a default or breach. SUPPLIER WAIVES ANY CLAIM IT MAY HAVE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE TERMINATION EXCEPT FOR AMOUNTS DUE AT THE TIME OF THE TERMINATION.

19.0 MEASUREMENTS:

The measurement stated for these items are approximates. The City reserves the right to accept items that are similar in size, if in the City's judgment, the item bid fulfills the intended purpose.

GENERAL TERMS AND CONDITIONS FOR APPAREL AND UNIFORMS FOR VARIOUS DEPARTMENTS.
CONTINUED:

20.0 SAMPLES:

- 20.1 If requested by the City, the two (2) apparent low Bidders will be required to submit samples of the items proposed within seven (7) calendar days of such request. The samples will be used to determine if the proposed items meet the specifications stated herein.
- 20.2 **If the Bidder fails to provide samples within the seven (7) calendar day period, as required, the City may reject your bid and not consider it for further evaluation.**
- 20.3 These samples, if not subject to destructive testing, will be returned to the supplying Supplier. A notice will be mailed to the Supplier when samples are ready to be released by the City. Supplier will have fourteen (14) calendar days to redeem the samples. If samples are not redeemed within this time period the City cannot be responsible for condition or loss of the subject items.

21.0 WARRANTY:

A minimum warranty of twelve (12) months from Supplier and the manufacturer's warranty will be furnished on materials and workmanship shall be provided. The warranty period shall begin the day the City officially accepts the item. Any warranty work is to be completed within five (5) working days after receipt of item.

22.0 RELEASE:

PRIME SUPPLIER AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S SOLE OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY.

23.0 INDEMNIFICATION:

23.1 PRIME SUPPLIER AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:

- (1) PRIME SUPPLIER'S AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN NUMBERED PARAGRAPHS 1-3, "PRIME SUPPLIER") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;
- (2) THE CITY'S AND PRIME SUPPLIER'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER PRIME SUPPLIER IS IMMUNE FROM LIABILITY OR NOT; AND
- (3) THE CITY'S AND PRIME SUPPLIER'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER PRIME SUPPLIER IS IMMUNE FROM LIABILITY OR NOT.

GENERAL TERMS AND CONDITIONS FOR APPAREL AND UNIFORMS FOR VARIOUS DEPARTMENTS,
CONTINUED:

23.0 INDEMNIFICATION (CONTINUED):

23.2 PRIME SUPPLIER SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THIS AGREEMENT AND FOR FOUR YEARS AFTER THE AGREEMENT TERMINATES. PRIME SUPPLIER'S INDEMNIFICATION IS LIMITED TO \$500,000 PER OCCURRENCE. PRIME SUPPLIER SHALL NOT INDEMNIFY THE CITY FOR THE CITY'S SOLE NEGLIGENCE.

23.3 INDEMNIFICATION PROCEDURES:

(1) Notice of Claims. If the City or Prime Supplier receives notice of any claim or circumstances which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 10 days. The notice must include the following:

- (a) a description of the indemnification event in reasonable detail,
- (b) the basis on which indemnification may be due, and
- (c) the anticipated amount of the indemnified loss.

This notice does not stop or prevent the City from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If the City does not provide this notice within the 10 day period, it does not waive any right to indemnification except to the extent that Prime Supplier is prejudiced, suffers loss, or incurs expense because of the delay.

(2) Defense of Claims

- (a) Assumption of Defense. Prime Supplier may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to the City. Prime Supplier shall then control the defense and any negotiations to settle the claim. Within 10 days after receiving written notice of the indemnification request, Prime Supplier must advise the City as to whether or not it will defend the claim. If Prime Supplier does not assume the defense, the City shall assume and control the defense, and all defense expenses constitute an indemnification loss.
- (b) Continued Participation. If Prime Supplier elects to defend the claim, the City may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Prime Supplier may settle the claim without the consent or agreement of the City, unless it (i) would result in injunctive relief or other equitable remedies or otherwise require the City to comply with restrictions or limitations that adversely affect the City, (ii) would require the City to pay amounts that Supplier does not fund in full, (iii) would not result in the City's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement.

24.0 WORKER'S COMPENSATION INSURANCE:

On any City award with a labor component or any award where Supplier delivery people make deliveries for City sites, Worker's Compensation Insurance as shown in the Insurance Section is required.

25.0 INSURANCE:

- 25.1 If performance of this award requires Supplier to provide labor in addition to supplies, labor and materials, the Supplier shall have and maintain in effect insurance coverage and furnish certificates of insurance showing the City as an additional insured, in duplicate form, prior to the beginning of the award. The City shall be named as an additional insured on all such policies except Worker's Compensation. **The issuer of any policy shall have a Certificate of Authority to transact insurance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition of Best's Key Rating Guide, Property-Casualty United States.** Comprehensive General Liability including Contractual Liability and Automobile Liability insurance shall be in at least the following amounts: Automobile Liability Insurance for autos furnished or used in the course of performance of this award including Owned, Non-owned, and Hired Auto coverage (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto coverage.) If no autos are owned by Supplier, coverage may be limited to Non-owned and Hired Autos. If Owned Auto coverage cannot be purchased by Supplier, Scheduled Auto coverage may be substituted for Owned Auto coverage. EACH AUTO USED IN PERFORMANCE OF THIS AWARD MUST BE COVERED IN THE LIMITS SPECIFIED - \$1,000,000.00 Combined Single Limit.
- 25.2 Worker's Compensation including Broad Form All States endorsement shall be in statutory amount.
- 25.3 All insurance policies required by this award shall require by endorsement that the insurance carrier waive any rights of subrogation against the City, and that it shall give thirty (30) days written notice to the City before they may be cancelled. Within such thirty (30) day period Supplier, covenants that it will provide other suitable policies in lieu of those about to be cancelled so as to maintain in effect the coverage required under the provisions hereof. Failure or refusal of the Supplier to obtain and keep in force the above-required insurance coverage shall authorize the City, at its option, to terminate this award at once.
- 25.4 ONLY UNALTERED ORIGINAL INSURANCE CERTIFICATES, EXCLUDING ANY ALTERATION AND INITIALS REGARDING CANCELLATION WHICH IS MADE TO MEET CITY REQUIREMENTS, AS ENDORSED BY THE UNDERWRITER ARE ACCEPTABLE. PHOTOCOPIES ARE UNACCEPTABLE.
- 25.5 All certificates of insurance submitted by Contractor shall be accompanied by endorsements for additional insured coverage in favor of the City for Commercial General Liability and Automobile Liability policies; and waivers of subrogation in favor of the City for Commercial General Liability, Automobile Liability, and Worker's Compensation/Employers' Liability policies. For a list of pre-approved endorsement, forms see http://purchasing.houstontx.gov/forms/Sample_Insurance_Endorsements.pdf. The Director will consider all other forms on a case-by-case basis.

26.0 SUCCESSORS AND ASSIGNMENTS:

The Supplier may not assign this award or dispose of substantially all of its assets without the written consent of the Chief Procurement Officer. The Supplier's failure to obtain such consent shall be an event of default, authorizing the Chief Procurement Officer to terminate this award according to its terms.

27.0 MINORITY AND WOMEN BUSINESS ENTERPRISES:

- 27.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("MWBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply agreements in at least **11%** of the value of this Agreement to MWBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunities ("OBO") and will comply with them.
- 27.2 MWBE subcontracts must contain the terms set out in "Section A, Table 2".

GENERAL TERMS AND CONDITIONS FOR APPAREL AND UNIFORMS FOR VARIOUS DEPARTMENTS,
CONTINUED:

28.0 TAXES:

The City is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax. Unless the Bid Form or Specifications specifically indicate otherwise, the price bid must be net exclusive of above-mentioned taxes, and will be so construed. A Supplier desiring refunds of, or exemptions from, taxes paid on merchandise accepted by the City, must submit the proper forms, and the Chief Procurement Officer, if satisfied as to the facts, will approve or issue the necessary certificates.

29.0 AWARD:

29.1 The City reserves the right to consider and make awards of bids on articles of similar nature that will in all respects serve the purpose for which the purchase is being made. The City reserves the right to be the sole judge as to whether such articles will serve the purpose.

29.2 Unless otherwise specified, the City reserves the right to accept or reject in whole or in part any bid submitted or to waive any informality for the best interest of the City.

30.0 REJECTIONS:

30.1 Articles not in accordance with samples and specifications must be removed by the Supplier and at his expense. All disputes concerning quality of supplies delivered under this invitation to bid will be determined by the Chief Procurement Officer or designated representative.

30.2 All articles enumerated in the invitation to bid shall be subject to inspection on delivery by an officer designated for the purpose and if found inferior to the quality called for, or not equal in value to the Department's samples, or deficient in weight, measurements, workmanship or otherwise, this fact shall be certified to the Chief Procurement Officer who shall have the right to reject the whole or any part of the same.

31.0 BRAND NAME:

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other Suppliers, but are intended to approximate the quality design or performance, which is desired. Any bid, which proposes like quality, design or performance, will be considered. Equivalent products will be considered, provided a complete description and product literature is provided. Unless a specific exception is made, assumption will be that the item is bid exactly as specified on the Invitation to Bid.

32.0 CHANGE ORDER:

32.1 At any time during the term of the award, the Chief Procurement Officer or Director upon written authorization by the Chief Procurement Officer may issue a Change Order to increase or decrease the scope of services or change plans and specifications, as he or she may find necessary to accomplish the general purposes of this award. The Supplier shall furnish the services or deliverables in the Change Order in accordance with the requirements of this award plus any special provisions, specifications, or special instructions issued to execute the extra work.

32.2 The Chief Procurement Officer or Director upon written authorization by the Chief Procurement Officer will issue the Change Order in substantially the following form:

32.0 CHANGE ORDER: (CONTINUED)

CHANGE ORDER

TO: [Name of Supplier]
FROM: City of Houston, Texas (the "City")
DATE: [Date of Notice]
SUBJECT: Change Order under the award between the City and [Name of Supplier]

Subject to all terms and conditions of the award, the City requests that Supplier provide the following:

[Here describe the additions to or changes to the equipment or services and the Change Order Charges applicable to each.]

Signed:

[Signature of Chief Procurement Officer or Director upon written notice to the Chief Procurement Officer]

32.3 The Chief Procurement Officer or Director upon written authorization by the Chief Procurement Officer may issue more than one Change Order, subject to the following limitations:

32.3.1 Council expressly authorizes the Chief Procurement Officer or Director upon written authorization by the Chief Procurement Officer, to approve a Change Order of up to \$50,000. A Change Order of more than \$50,000 over the approved awarded amount must be approved by the City Council.

32.3.2 If a Change Order describes items that Supplier is otherwise required to provide under this award, the City is not obligated to pay any additional money to Supplier.

32.3.3 The total of all Change Orders issued under this section may not increase the original award amount by more than 25%.

32.4 Whenever the Supplier receives a Change Order, Supplier shall furnish all material, equipment, and personnel necessary to perform the work described in the Change Order. Supplier shall complete the work within the time prescribed. If no time for completion is prescribed, Supplier shall complete the work within a reasonable time. If the work described in any Change Order causes an unavoidable delay in any other work Supplier is required to perform, Supplier may request a time extension for the completion of the work. The Chief Procurement Officer's or Director's decision regarding a time extension is final.

32.5 A product or service provided under a Change Order is subject to inspection, acceptance, or rejection in the same manner as the work described in the original award and is subject to the terms and conditions of the original award as if it had originally been a part of the award.

33.0 TERMINATION OF AWARD:

33.1 By the City for Convenience:

The Chief Procurement Officer may terminate this award at any time upon 30-calendar days notice in writing to the Supplier. Upon receipt of such notice, Supplier shall, unless the notice directs otherwise, discontinue all services in connection with the performance of the award and shall proceed to cancel promptly all existing orders and awards insofar as such orders and awards are chargeable to this award. As soon as practicable after the receipt of notice of termination, the Supplier shall submit a statement to the appropriate department(s) showing in detail the services performed or items delivered under this award to date of termination. The City agrees to compensate the Supplier for that portion of the prescribed charges for which the services were actually performed or items delivered under this award and not previously paid.

33.0 TERMINATION OF AWARD: (CONTINUED)

33.2 By the City for Default by Supplier:

33.2.1 In the event that the materials and/or services furnished by the Supplier do not conform to the standard set forth herein, or if the deliveries and servicing of this award do not conform to the requirements detailed herein, the City through a written notice from the Chief Procurement Officer to the Supplier describing such default may as its options:

- (a) Terminate the award for default and the City shall have no further obligation.
- (b) Allow the Supplier to cure default within a reasonable time as specified in the notice. The City, at its sole option, may extend the proposed date of termination to a later date. If prior to the proposed date of termination, Supplier cures such default to the City's satisfaction, then the proposed termination shall be ineffective. If Supplier fails to cure such default prior to the proposed date of termination, then the City may terminate its performance as of such date and have no further obligation under the award.

33.2.2 In the event of failure to deliver any or all of the items or to perform required services, the City may cover its loss by reasonably procuring from another source the items not delivered or the services not performed. Supplier shall be responsible for and shall pay to the City immediately upon demand the difference in price between that offered by the Supplier and that which the City was forced to pay for covering Supplier's failure to deliver or perform services.

33.3 By the Supplier for Default by City:

33.3.1 Default by the City shall occur if the City fails to perform or observe the terms and conditions of the award required to be performed or observed by the City, and the Supplier gives notice in writing to the City within 30 calendar days of the act or omission claimed by the Supplier to constitute default on the part of the City.

33.3.2 Upon receipt of such notice in writing from the Supplier, however, the City shall have 30 calendar days to cure such default. The Supplier, at its sole option, may extend the proposed date of termination to a later date.

33.3.3 If City cures such default prior to the proposed date of termination, the proposed termination shall be ineffective. If the City fails to cure such default prior to the proposed date of termination, then the Supplier may terminate its performance as of such date.

34.0 PATENTS:

The Supplier agrees to indemnify and save harmless the City, the Chief Procurement Officer and assistants from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted, upon request of the Chief Procurement Officer, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.

35.0 SUPPLIER DEBT:

If Supplier, at any time during the term of this award, incurs a debt, as the word is defined in section 15-122 of the Houston City code of ordinances, it shall immediately notify the City Controller in writing. If the City Controller becomes aware that Supplier has incurred a debt, the Controller shall immediately notify Supplier in writing. If Supplier does not pay the debt within 30 days of either such notification, the City Controller may deduct funds in an amount equal to the debt from any payments owed to Supplier under this award, and Supplier waives any recourse therefore.

36.0 CRIMINAL JUSTICE INFORMATION SYSTEMS (CJIS) COMPLIANCE (Applicable to Houston Police Department (HPD) Occupied Facilities):

The Houston Police Department recognizes that by allowing physical or logical (electronic) access to HPD facilities or network resources, people may gain access to information or systems they are statutorily prohibited from accessing. To comply with state and federal regulations, the Houston Police Department is required to document and investigate access requests to be sure access is necessary and permitted. Bidders/Respondents, therefore, agree to review the Criminal Justice Information Systems (CJIS) process and related documents located at <http://www.houstontx.gov/police/cjis/hpdvendorcertification.htm> and shall comply with the terms and requirements therein.

37.0 MARKETPLACE:

- 37.1 The City of Houston has implemented an online tool to facilitate purchases from approved contracts/awards. This tool, City of Houston (COH) MarketPlace, can be accessed electronically by end users. End users can place multiple orders through a single login using the P-card or purchase order.
- 37.2 Supplier products can be made available in COH MarketPlace at no cost. Suppliers whose contracts/awards are added to COH MarketPlace will be required to cooperate in the electronic setup, implementation, and maintenance.